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ABSTRACT

Designed to acquaint undergraduate students at the University of Utah with basic library resources and materials, the program of instruction presented can be used as a self-paced tool either in course related instruction or as an independent offering. A section containing floor plans of the University's Marriott Library illustrates the location of materials and service areas. Chapters for study cover the card catalog, the stacks, periodicals, newspaper indexes, book review indexes, dictionaries, biographies, encyclopedias, almanacs, atlases, documents, and non-print reference services. Multiple sets of questions for each chapter are available so that no student in a given library skills course has the same assignments. Brief guidelines for research are included, as well as a workbook evaluation sheet and pages for correction notes. (FM)

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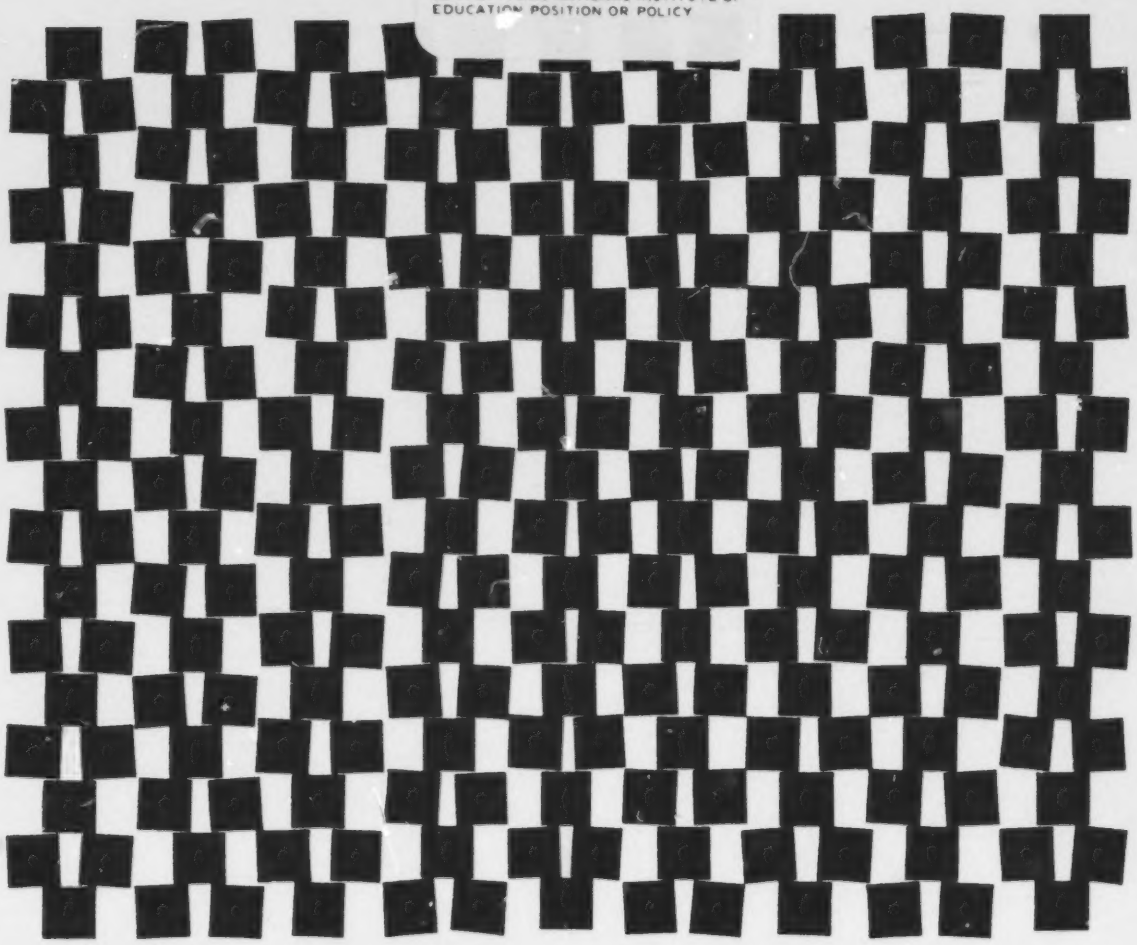

LIBRARY SURVIVAL

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Carolyn Dusenbury

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

GENERAL STUDIES 101
MARRIOTT LIBRARY

IR007757

INSTRUCTION SHEET FOR LIBRARY SURVIVAL--READ CAREFULLY

How to complete the Workbook in Library Skills

1. In addition to the Library Survival workbook you will need a sheet of assignment questions. You can obtain this in one of the following ways:
   a. If you are taking Library Survival in conjunction with another class, the assignment sheet will be handed out in your class, or your instructor will assign you a number and you will pick up the set of assignments with that number at the General Reference Desk in the Marriott Library.
   b. If you are taking Library Survival as an independent offering, come to the General Reference Desk and pick up an assignment sheet. In either case, be sure you have your workbook with you when you receive the assignment sheet.

2. As soon as you get your assignment sheet, turn to the title page and put in your name and book (assignment sheet) number. We will need this number to grade your workbook and also to replace the assignment sheet if it is lost before you complete the assignments.

3. The colored sheets in the workbook are the assignment sheets. You will note that there are blanks with solid lines and others with broken lines. The solid line is for your answer. The blanks with broken lines supply information given on your master assignment sheet to complete the question. When there is more than one broken line, the information for each space is indicated by a letter in parenthesis on the master assignment sheet and on the workbook assignment sheet. Example:

   Master Assignment Sheet

   Page 52 Nine: Almanacs
   (a) mayor
   (b) Washington, D.C.

   Workbook, page 52, assignment sheet for almanacs

   1. What is the annual salary of the (a) _____ of (b) _____ ?

   By filling in "mayor" in space "(a)" and "Washington, D.C." in space "(b)" you will complete the question. Fiease fill in the questions and do not give us only the answers.

4. All of the information about the library that you will need to do the assignments is in the text, so read it carefully. Remember that there are no "trick" questions, so if the text or question is unclear after a reasonable effort, consult a librarian for assistance.

5. You may complete the entire workbook before turning it in OR you may turn it in periodically to have parts of it checked before you proceed further. However, you must start at the beginning and work through each section in sequence.

6. Workbooks must be complete and correct in their entirety for you to receive credit; remember that you get an "A" or "Credit" or an "F" or "No Credit"--no "B's," "C's" or "D's"--and you must do all sections correctly to get your "A" or "Credit".

7. GRADING PROCEDURE

   a. Turn in your workbook at the General Reference Desk.

   b. Your workbook will be returned in seven days or less. You will pick up your workbook on the shelves near the General Reference Desk. They will be organized by the first letter of your last name.

   c. Turn to the pages at the end titled "Correction Notes" (pages 88-9). There is a box for each section of the workbook. Each box will have either an "OK" or "recheck" written in it. If it says "OK" you have completed the section correctly. If it says "recheck" there will be a short note telling you what you need to do to correct an error and complete the section. The question or questions to be rechecked will be circled in red on the assignment sheet.

   d. When you have corrected all the "rechecks," turn the workbook in again in the same way, and so on until it is all done correctly.

8. Remember, it may take seven days to return your workbook so do not wait until the last minute to turn it in. Your instructor may assign a due date, but if he does not, the due date is two weeks before the last day of class. This will give time for grading and rechecks before the end of the quarter.

9. Your record of completion and your grade are located on page 90 of the workbook. Grades will also be posted on the window of room 316 Marriott Library.

10. Remember, a passing grade is not given until the workbook is successfully completed and you have filled out the course evaluation on pages 86-7.

Name_____ Book No._____

Course/Section_____ Quarter/Year_____

Instructor_____
(if you are doing the Workbook in conjunction with another class)

WORKBOOK IN LIBRARY SKILLS

A Self-Directed Course in the Use of
The Marriott Library

General Studies

by

Gwen Gittins
and
Carolyn Dusenbury

Marriott Library

University of Utah

1978

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INTRODUCTION TO THE WORKBOOK

This course in library skills is designed to acquaint you with the Marriott Library and with the information and procedures necessary for using the library's five major kinds of materials. These five are books, periodicals, reference works, documents, and audio-visual materials. This information will be of value to you throughout your university career and also when you use other libraries.

This course is designed for self-study. You will notice that there are white sheets and colored sheets. The white sheets give information and instructions, the colored sheets give your assignments. The instruction sheets for each section must be read before working on the assignment. When you have completed the workbook, your answers will be checked and the workbook returned to you. If your answers are not all correct, your instructor or a librarian will go over them with you so that you can correct them.

In order to work on these assignments it is necessary for you to know your way around the Marriott Library. The workbook begins with a Self-Guided Tour of the Library. You are advised to take this tour as near as possible to the time you begin work on your assignments.

IF, AFTER READING ANY PART OF THE TEXT, YOU HAVE ANY QUESTIONS ABOUT USING THE LIBRARY, YOU WILL SAVE TIME AND ENERGY BY ASKING A LIBRARIAN AT THE REFERENCE DESK.

There are no trick questions in the assignments. If you spend more than ten to fifteen minutes on an individual question, your approach to the problem may be incorrect. Ask a reference librarian for advice. Librarians are available at all times to assist you with any questions.

You are requested to fill out the questionnaire at the end of the workbook when you have completed your assignments.

NOTE: Notations in the text between double stars (**...**), following titles of reference works, give the call numbers and locations of these works. Most of the reference works you will use are shelved in General Reference on Level 3; the location of those not shelved on Level 3 is noted after the call number, e.g., "Science" (Science and Engineering, Level 1).

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A SELF-GUIDED TOUR
OF THE MARRIOTT
LIBRARY

WELCOME TO THE MARRIOTT LIBRARY

The purpose of the following tour is to introduce you to the services and materials of the Marriott Library and their locations.

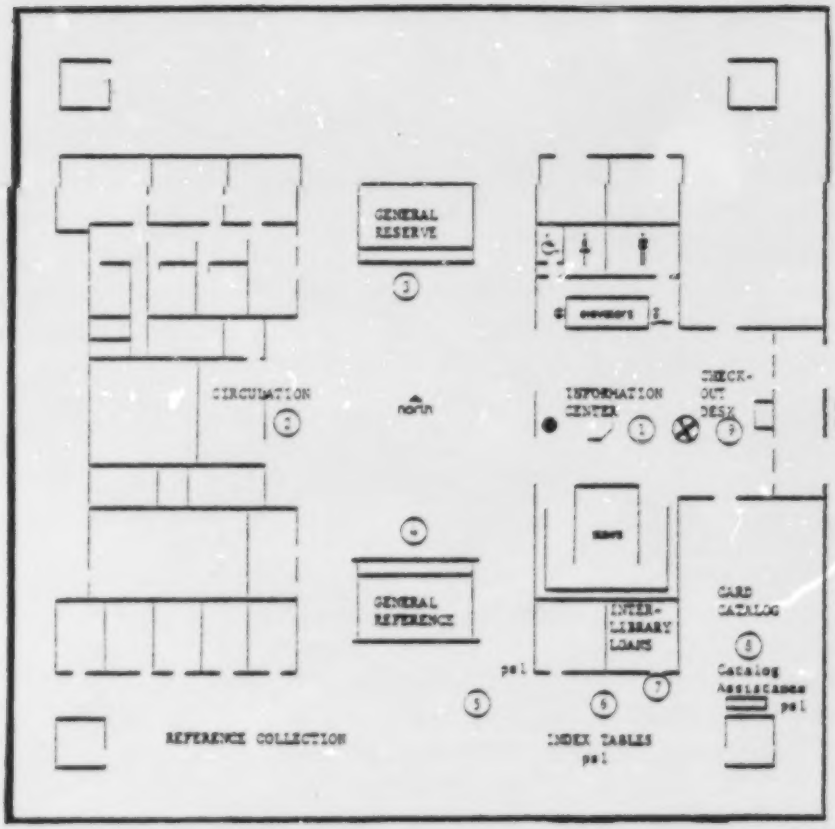
The Marriott Library houses the main collection of the University of Utah Libraries. It is complemented by three branch libraries (Business, Mathematics and Social Work) and two independent, special libraries (Eccles Health Sciences Library and the Law Library). In addition, there are several separate collections housed in the Marriott Library. These are the Science and Engineering Division and the Map Collection on Level 1, the Documents Division on Level 2, and the Middle East Library and Special Collections on Level 3. These areas contain their own books and periodicals separate from the general collection.

With the exception of the documents in the Documents Division and maps in the Map Collection, most of the materials in all of the libraries and collections are listed in the main card catalog or the Public Serials List of the Marriott Library. The card catalog lists books, state and international documents, and audio-visual materials. The Public Serials List (P.S.L.) is a list on microform of periodicals and newspapers.

Some of the materials in the Marriott Library require special handling and protection. These materials are kept in locked cases. These items are available for use, but must be retrieved from the locked case by a librarian.

If you have any questions before you begin the tour, please ask for assistance at the General Reference Desk.

Begin the tour in the east lobby of Level 3.



Begin in the east lobby of Level 3 at the point marked ⊗ on the map. To your west is the

1. INFORMATION CENTER. Here you will find floor maps and detailed hand-outs on all the available services in Marriott Library and its branches.

To west across the atrium is

2. CIRCULATION. This is the place to obtain your library card so that you can check out books, place or cancel holds, report lost books and pay fines. The desks at the east and west entrances are the places to check out or renew books.

To the north is

3. GENERAL RESERVE. Assigned materials for any class taught at the University may be placed here for short term check-out. Exams used in previous years may also be placed on reserve.

Cross to the south side of the atrium to

4. GENERAL REFERENCE. This is the main information desk for the library and the place to obtain assistance for your research. The area houses the major bibliographical tools, biographical resources, encyclopedias, almanacs and standard reference works, as well as U of U catalogs and class schedules. In addition, you may make appointments for bibliographic computer searches in many subject areas.

Walk to the south side of the General Reference desk where you will find the

5. Bus Schedules. Utah Transit Authority routes.

College Catalogs. Current copies from many places in the U.S. and a number of foreign countries.

Telephone Directories. Directories from major cities in the U.S. and some foreign cities.

As you continue to the east you pass the

6. INDEX TABLES. Subject indexes which list articles printed in magazines, newspapers and books.

7. INTERLIBRARY LOANS. This service enables the borrower to obtain materials from other libraries if they are not in the University of Utah Libraries.

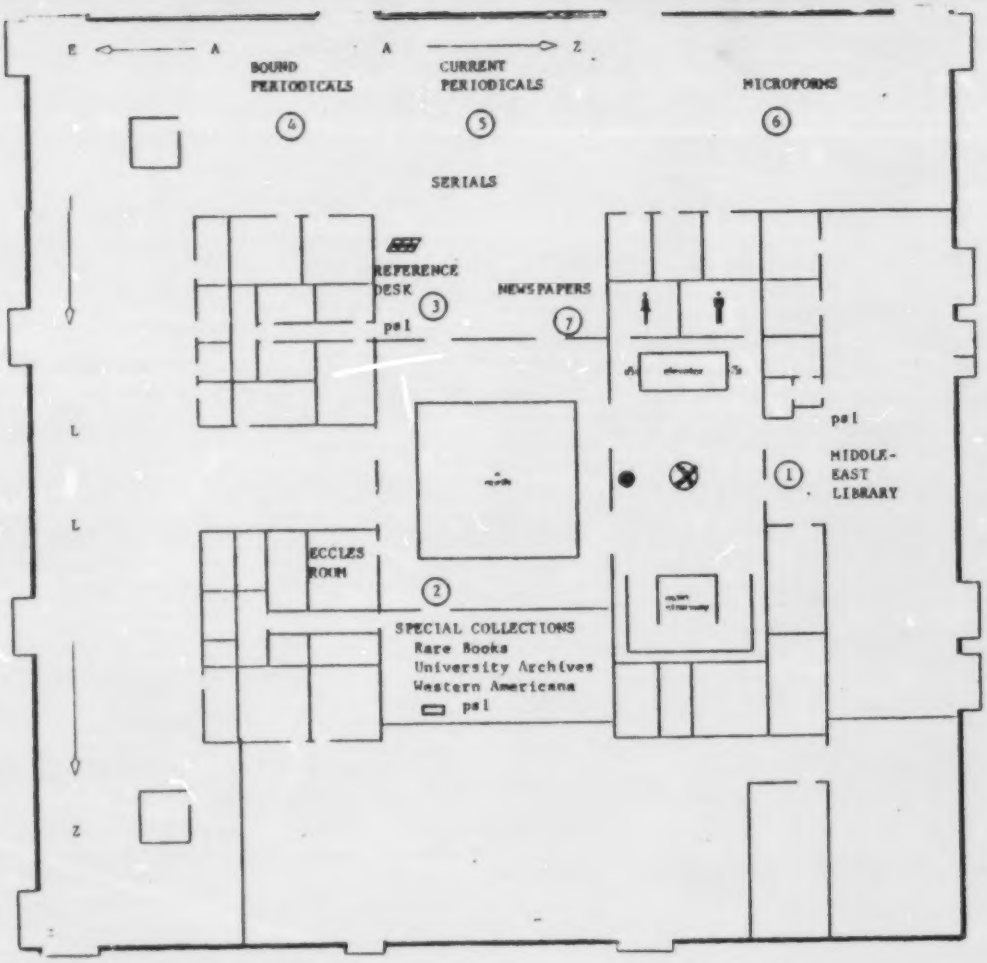
Turn to the north and you will find the

8. CARD CATALOG. This is the main author, title, subject catalog for Marriott Library. Most of the materials in the branch libraries are listed here too. Curriculum Library textbooks and most maps and documents are not included. Assistance may be obtained from the Catalog Assistance Desk or the General Reference Desk.

Walk north into the east lobby and stop at the

9. CHECK-OUT DESK. This is the desk at which books and bound periodicals may be checked in and out, or renewed. There is another check-out desk at the west entrance on Level 2.

Go up two floors to the lobby on Level 5.



LEVEL 5

N
W E
S

KEY

restrooms

handicapped restroom

telephone

detailed floor map

psl Public Serials List

locked case materials

direction of book stacks

Begin at ⊗. On the east side of the lobby you will find

(1) MIDDLE-EAST LIBRARY. This section includes works on all subjects written in the major languages of the Middle-East as well as the western languages. Attendants at the reference desk will assist you in locating materials.

Go west along the atrium balcony to

(2) SPECIAL COLLECTIONS. The materials located here do not circulate and must be used in the Tanner Reading Room. Included in this section are:

Rare Books/Manuscripts. These materials require special handling and protection regardless of there subject matter.

University Archives. A collection of all publications and important manuscripts of the University of Utah, including theses and dissertations.

Western Americana. Research materials on a wide variety of subjects of the Intermountain West as well as a world-wide collection of materials on the Church of Jesus Christ of Latter Day Saints.

Eccles Room. This special room houses a collection on political economy.

Go north along the atrium balcony to the SERIALS AND MICROFORMS DIVISION.

(3) SERIALS REFERENCE DESK. Attendants will help you locate magazines and newspapers as well as retrieve materials located in the locked case.

As you walk north and then east notice the location of the

(4) BOUND PERIODICALS.
and
(5) CURRENT PERIODICALS.

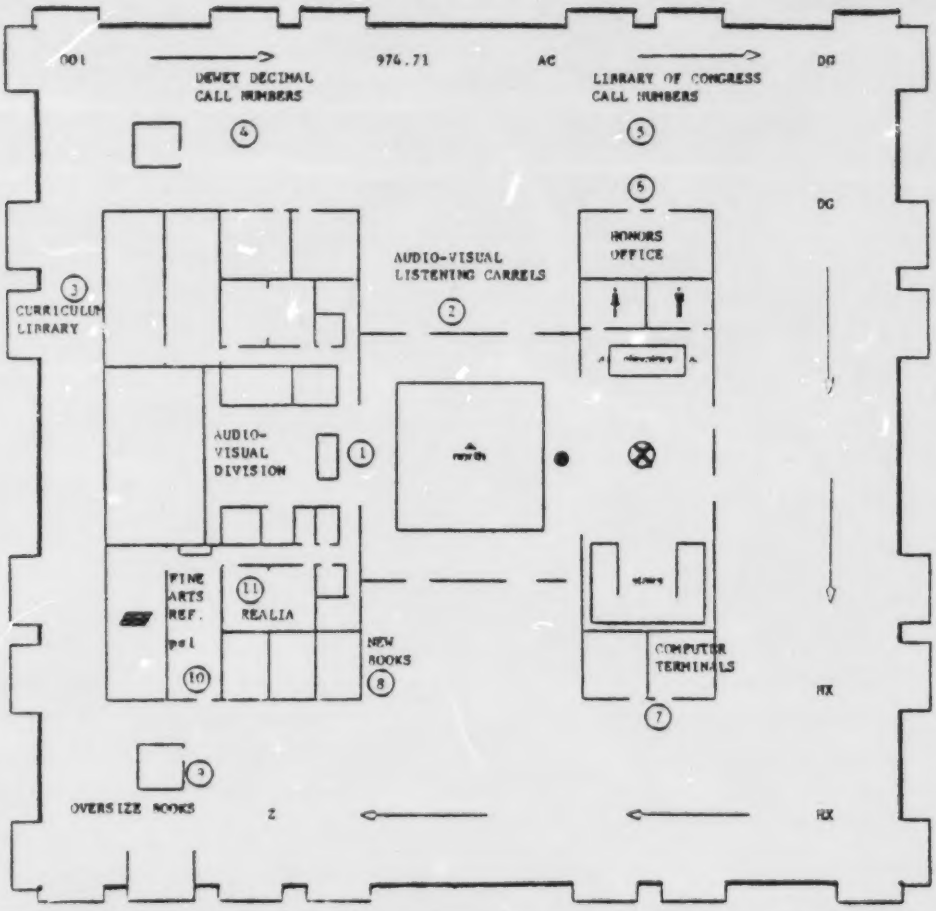
Continue east to

(6) MICROFORMS. Books and newspapers on microfilm, microfiche and microcard are found here. Attendants are available to provide assistance with the readers.

As you return to the atrium balcony you will pass the

(7) NEWSPAPERS. The library subscribes to many foreign and domestic newspapers in a variety of languages.

Return to the east lobby and go down one floor to Level 4.



From the lobby go along the atrium balcony to the west side where you will find

(1) AUDIO-VISUAL DIVISION. This collection includes video tapes, video and audio cassettes, slides and film strips. Listening and viewing rooms are located here as well.

On the north side of the atrium are the

(2) AUDIO-VISUAL LISTENING CARRELS. This dial-access system has 60 program channels where you may listen to music, lectures, etc.

The main collection of books is located on this level. On the far west side is the

(3) CURRICULUM LIBRARY. Shelved here are text-books currently being used in the public schools of Utah as well as juvenile books (identified by a JUV above the call number).

Follow the book stacks east. They are arranged in call number order.

(4) DEWEY DECIMAL CALL NUMBERS.

(5) LIBRARY OF CONGRESS CALL NUMBERS.

As you walk east, notice the

(6) HONORS OFFICE. Headquarters for the University's Honors Program and Phi Kappa Phi.

Follow the book stacks south, then turn west (right) and pass the

(7) COMPUTER TERMINALS. Direct to U. of U. Computer Center. Available for student use.

(8) NEW BOOKS. New additions to the collection for your perusal. These books may be checked out.

Further west, at the end of the Library of Congress Call Numbers, you will find

(9) OVERSIZE BOOKS. Books which exceed certain dimensions are shelved here. These can be identified by a lower case f above the call number.

At this point turn north into

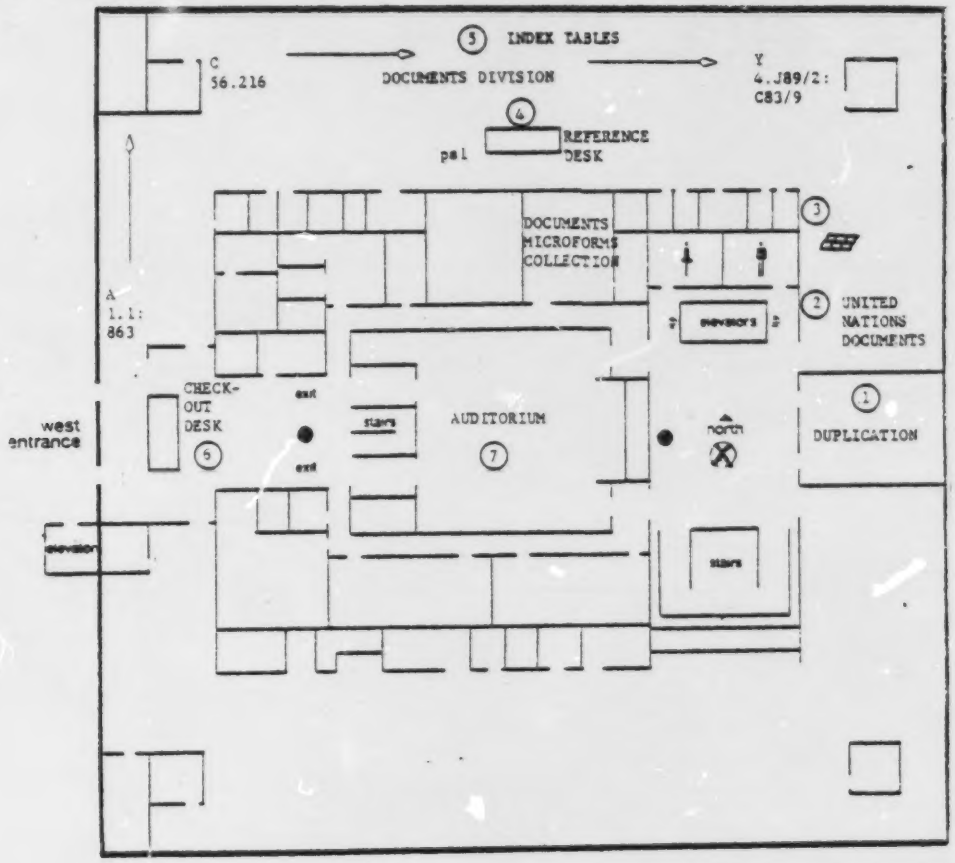
(10) FINE ARTS REFERENCE. This room houses the art and music reference materials as well as locked case items. Librarians are available to assist you with research. Art prints, which may be checked out, are found here too.

Walk through the Fine Arts Reference room and exit to the right.

(11) REALIA. This room consists of curriculum guides, pictures, models, games and other materials which may be checked out to support classroom projects or to increase teaching proficiency.

Continue down the hallway and turn north (left) where you will find yourself in front of the Audio-Visual desk again. Return to the lobby.

Go down two floors to Level 2.



LEVEL 2

N
W E
S

KEY

restrooms

handicapped restroom

telephone

detailed floor map

psl Public Serials List

locked case materials

direction of book stacks

Begin at ⊗ in the lobby of Level 2. To your east you will see

(1) DUPLICATION. This division offers a wide selection of photocopiers available on a self-service basis.

Go through the door to the north of the Duplication Division.

This is the DOCUMENTS DIVISION, a selective depository for U.S. government publications and an official depository for all English-language United Nations documents.

Continue north past the

(2) UNITED NATIONS DOCUMENTS.
and the
(3) LOCKED CASE.

Turn west (left) and proceed to the

(4) REFERENCE DESK. Librarians are available to assist you with research and the location of materials.

North of the reference desk and reference collection you will find the

(5) INDEX TABLES. Located at these tables are the indexes to U.S. and U.N. documents. Included are the Monthly Catalog of U.S. Government Publications and UNDEX.

Walk to the west end of the Documents Division and south (left) through the doors to the west lobby. Here you will see the

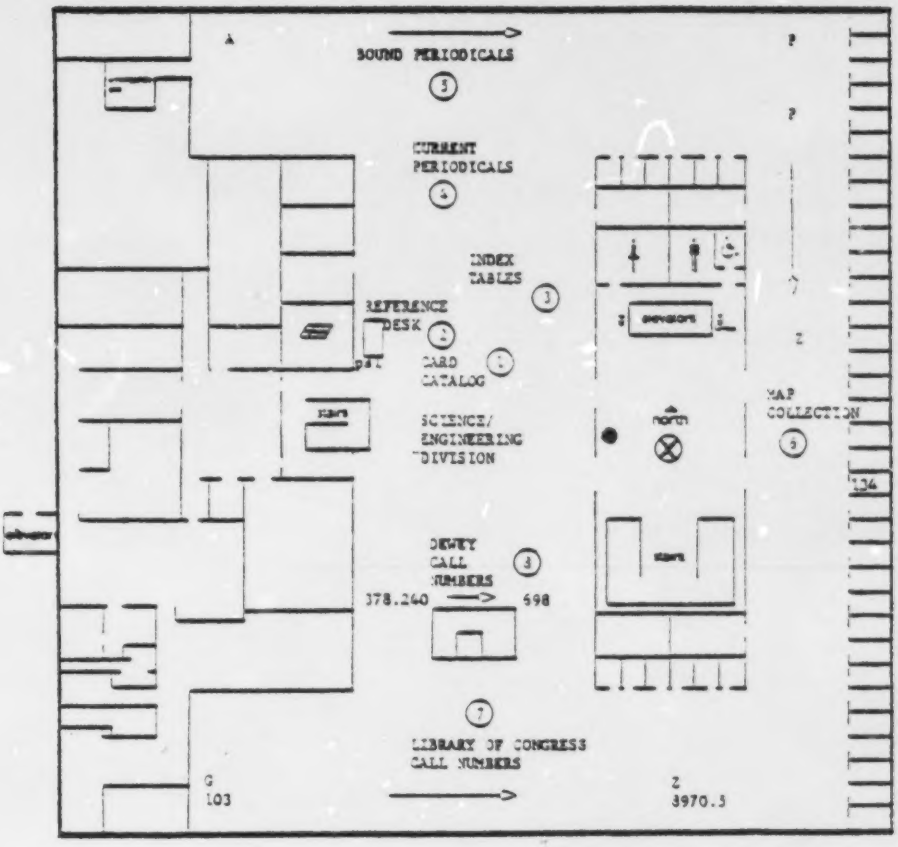
(6) CHECK-OUT DESK. This is the desk at which books and bound periodicals may be checked in and out, or renewed. There is another check-out desk at the east entrance on Level 3.

East, across the lobby is the

(7) AUDITORIUM. This facility, equipped with a sound system and projection screen, is used for exhibits, receptions, meetings, films, lectures, etc.

Return to the east lobby of Level 2 by following either of the hallways which border the auditorium.

Go down one floor to the lobby of Level 1.



LEVEL 1

N
W E
S

KEY

restrooms

handicapped restroom

telephone

detailed floor map

psl Public Serials List

locked case materials

direction of book stacks

The SCIENCE AND ENGINEERING DIVISION houses the materials on physical sciences, life sciences, applied science and technology, and the map collection

Beginning at ⊗, walk through the west doors to the

(1) CARD CATALOG. Here you may locate call numbers for cataloged materials found in this division, however, this catalog is not as complete as the main catalog on Level 3.

(2) REFERENCE DESK. Librarians are here to assist you with research and the location of materials.

(3) INDEX TABLES. These subject indexes, such as Chemical Abstracts and Science Citation Index, can be used to locate articles found in journals and other printed materials.

Further to the north are

(4) CURRENT PERIODICALS.
and
(5) BOUND PERIODICALS.

From the north side of Level 1, walk east and then south until you come to the

(6) MAP COLLECTION. This area houses more than 120,000 maps, atlases, aerial photographs, satellite images, globes and gazeteers. Most of the maps are listed in the Map Collection catalog. Ask for assistance from the Map Librarian in Room 134 or at the Science and Engineering Reference Desk.

Continue south and then turn west (right) where you will pass the books arranged by

(7) LIBRARY OF CONGRESS CALL NUMBERS.

Further north you will find

(8) DEWEY DECIMAL CALL NUMBERS.

This completes the tour of Marriott Library. If you have any questions please return to the General Reference Desk on Level 3.

ONE--PART ONE

THE CARD CATALOG--AUTHOR AND TITLE APPROACH

In order to find the books you need it is necessary to use the CARD CATALOG. An understanding of the CARD CATALOG and of the information contained on catalog cards will save you the labor of an undirected search in the library.

The CARD CATALOG, which is located on Level 3 in the Marriott Library, has cards designed to help you find materials in the library. These cards are arranged by author, title, and subject. The catalog is divided into two parts: One part contains AUTHOR and TITLE CARDS filed in one alphabet in drawers with blue labels. The other part contains SUBJECT CARDS, also filed in one alphabet, in drawers marked with pink labels.

On page 12 you will find a sample of an author card and of a title card for the same book. You will notice that the cards are identical except that on the title card the title of the book is typed above the name of the author.

AUTHOR/TITLE ACCESS

If you know the author of a book you want, go to the author/title section of the CARD CATALOG and look up the last name of the author you want in the appropriate drawer. All books by a single author will be filed under the author's last name in one place. His works are then filed alphabetically by the title of the book.

ONE--PART ONE

THE CARD CATALOG--AUTHOR AND TITLE APPROACH

If you know the title, but not the author of a book, you may find the card by looking up the title in its alphabetical order in the author/title section.

When you have found the card for your book, note the combination of letters and numbers which appears on the upper left-hand corner of the card. This is known as the CALL NUMBER of the book. The same CALL NUMBER is printed on the spine (back strip) of the book to which the card in the catalog refers. Write down this call number. You will need it when you go to the shelves (called collectively THE STACKS) to find the book. (Some books, instead of being in the main stacks, are in a branch library, e.g., the Business Library, or in a special collection in the Marriott Library, e.g., Rare Books, Western Americana. If a book you want is in one of these collections, you will find the card stamped with the location.)

FILING RULES

Some filing rules are complicated. If you have difficulty in finding the card you need, you should ask a librarian's help. However, there are five rules which it is useful to remember:

ONE--PART ONE

THE CARD CATALOG--AUTHOR AND TITLE APPROACH

1. Names beginning with "Mc" are filed as though spelled "Mac."
2. Titles beginning with "A," "An," "The" (and their foreign equivalents) are filed under the first letter of the next word.
3. Titles beginning with "Mr" and "Mrs" are filed as if spelled out: "Mister" and "Mistress."
4. Titles beginning with numbers are filed as if spelled out: "1001"--"One Thousand and One."
5. Titles of books beginning with personal names are filed after all author cards having the same name. Example: Title, Humphrey (written by Winthrop Griffith) follows all books written by all authors whose last name is Humphrey.

ONE-PART ONE

SAMPLE OF AUTHOR CARD

(Filed in the catalog in the W's)

RC
506
W83

Wolstein, Benjamin.
Irrational despair; an examination of existential analysis.
[New York] Free Press of Glencoe [1962]
200 p. 22 cm.

1. Psychoanalysis. 2. Existentialism. I. Title.

RC506.W65 131.3469 62-15356 ‡
Library of Congress [5]

SAMPLE OF TITLE CARD

(Filed in the catalog in the I's)

Irrational despair.

RC
506
W83

Wolstein, Benjamin.
Irrational despair; an examination of existential analysis.
[New York] Free Press of Glencoe [1962]
200 p. 22 cm.

1. Psychoanalysis. 2. Existentialism. I. Title.

RC506.W65 131.3469 62-15356 ‡
Library of Congress [5]

ASSIGNMENT ONE--PART ONE

THE CARD CATALOG--AUTHOR AND TITLE APPROACH

Below you will find the names of two authors and the titles of two books which you are to look up in the Card Catalog. Supply the missing information.

1. (a)_ _

wrote a book with the call number

(b)_ _ _ _ _ _ _ _ _ _ _ _

What is its title?_____

2. (c)_ _

wrote a book with the call number

(d)_ _ _ _ _ _ _ _ _ _ _ _

What is its title?_____

3. (e)_ _

is the title of a book with the call number

(f)_ _ _ _ _ _ _ _

What is the author's name?_____

(Assignment continued on next page)

4. (g)_ _

is the title of a book with the call number

(h)_ _ _ _ _ _ _ _

What is the author's name?_____

ONE--PART TWO

THE CARD CATALOG--SUBJECT APPROACH

If you want information on a particular subject, you will use the subject part of the CARD CATALOG. Subject cards are identical to author cards except that the subject is typed above the author's name; these cards are filed alphabetically by subject. Note in the examples on page 17 that the book by Wolstein, which you used in your first assignment, also has two subject-heading cards.

The subject headings assigned to a book are printed near the bottom of the cards. In the case of the Wolstein book, the subjects assigned are "1. Psychoanalysis" and "2. Existentialism." This part of the card is called the "tracings" because it traces, or keeps track of, all the catalog cards made for a book. (Note: In the tracings for the Wolstein book, after the subject headings is the word "title" which indicates that there is also a title card for the book.)

SUBJECT ACCESS

If you have one author or title for a subject and wish to find more books on the same subject, you can do so by finding the subject heading in the tracings of the known book. Look for this heading in the subject part of the catalog, which may have cards for other books on the same subject.

ONE--PART TWO

THE CARD CATALOG--SUBJECT APPROACH

When--as is often the case--you know of no books on your subject, you will begin your search in the subject part of the CARD CATALOG. Choosing the appropriate subject headings for your topic is not always simple. If you have thought of two or three headings which seem appropriate to you and have not found them in the catalog, consult a librarian at the Reference Desk who will help you through use of the Library of Congress Subject Headings to find the subject headings for your topic. Subject cards for all books having the same subject heading will appear under that heading filed in alphabetical order by the author's last name.

ONE--PART TWO

SAMPLES OF SUBJECT CARDS

(With the subject headings at the top of each card typed in red)

(Filed in the catalog in the P's)

Psychoanalysis

RC
506
W83

Waelder, Benjamin.
Irrational despair; an examination of existential analysis.
New York, Free Press of Glencoe [1960]
000 p. 00 cm.

1. Psychoanalysis. 2. Existentialism. I. Title.

RC506.W83 131.3W69 60-10000 ‡

Library of Congress 60

(Filed in the catalog in the E's)

Existentialism

RC
506
W83

Waelder, Benjamin.
Irrational despair; an examination of existential analysis.
New York, Free Press of Glencoe [1960]
000 p. 00 cm.

1. Psychoanalysis. 2. Existentialism. I. Title.

RC506.W83 131.3W69 60-10000 ‡

Library of Congress 60

ASSIGNMENT ONE--PART TWO

CARD CATALOG--SUBJECT APPROACH

1. Refer to Assignment One--Part One and check the tracings (see definition for tracings on p. 15) for the two books you looked up by author (the first two questions). List the first subject heading given for each book.

(a)_ _ _ _

TWO

THE STACKS

HOW TO LOCATE A BOOK

The majority of Marriott Library books which may be checked out are kept in the STACKS (book shelves) on Level 4 or in the Science and Engineering Division on Level 1. Each book is arranged on the shelves according to its subject, denoted by a CALL NUMBER which is the combination of letters and numbers on the spine (back strip) of the book. The CALL NUMBER on each book is the same as the letters and numbers printed on the upper left-hand corner of each catalog card for that book. In the Marriott Library you will find books which have CALL NUMBERS beginning with numbers, e.g.

549.78
B465p

These are known as DEWEY DECIMAL NUMBERS.

You will also find books in the Marriott Library which have CALL NUMBERS beginning with either one or more capital letters, e.g.

P	PB
46	36
R7	R7

These are known as LIBRARY OF CONGRESS NUMBERS.

LOCATION OF CALL NUMBERS

LIBRARY OF CONGRESS CLASSIFICATION

	Level
AC-AZ	4
B-BX	4
C-CZ	4
D-DZ	4
E-EZ	4
F-FZ	4
G 1-999	4
G 1000-	1 Map Section
GA-GC	1
GF-GV	4
H-HZ	4
J-JZ	4
K-KZ	4
L-LZ	4
M-MZ	4
N-NZ	4
P-PZ	4
Q-QR	1
QS -QZ	Medical Library
R-RZ	1
S-SZ	1
T-TP	1
TR	4
TS	1
TT-TX	4
U-UZ	4
V-VZ	4
W	Medical Library
Z 4-1039	4
Z 1040-	Location Stamped on Catalog Cards

DEWEY CLASSIFICATION

	Level
001-099	4
100-199	4
200-299	4
300-399	4
400-499	4
500-570	1
571-573	4
574-599	1
600-639	1
640-659	4
660-699	1
700-799	4
800-899	4
900-999	4

Other special areas are designated as locations stamped on catalog cards in the left margin:

Gen Ref	Level 3
Aud Vis	Level 4
FineArt	
MidEast	Level 5
SpecCol	
Archive	
RareBks	

Bus Lib	Business Library College of Business Bldg.
Math	Math Library, Math Building
Soc Wk	Social Work Library, School of Social Work
Law	Law Library, College of Law
Medicine	Health Sciences Library College of Medicine

Government Documents are not listed in the card catalog.
Consult DOCUMENTS DIVISION on LEVEL 2.

Maps are listed only in the MAP CATALOG on LEVEL 1.

TWO

THE STACKS

FINDING THE BOOK

When you have the call number of a book you want, consult the LOCATION OF CALL NUMBERS chart posted near the CARD CATALOG (reproduced on page 20 and also on large charts all over the library). If, for example, you have a number in the 300's, look down the DEWEY CLASSIFICATION column until you come to "300 - 399." By looking across this list you will determine that the book you want is in the stacks on Level 4. Similarly, if you have a number in the 620's look down the DEWEY CLASSIFICATION column until you come to "600 - 639." By looking across, you will determine that the book you want is in the Science and Engineering Division on Level 1.

If you have a call number beginning with a "P," look down the LIBRARY OF CONGRESS CLASSIFICATION column on the LOCATION OF CALL NUMBERS (page 20) until you come to "P - PZ." By looking across the list you will find that the book you want is in the stacks on Level 4. Similarly, if you have a call number beginning with an "S," look down the list until you come to "S - SZ." By looking across, you will find that the book you want is located in Science and Engineering on Level 1.

TWO

THE STACKS

When you are on the appropriate level of the library, you will look for the shelves which contain either the DEWEY or LIBRARY OF CONGRESS call numbers. For directions, check the map on that level. The stacks have flags at each end: GREEN flags for books shelved in the DEWEY system, BLUE flags for books shelved in the LIBRARY OF CONGRESS system.

If you have any difficulty in finding the stacks (or the books) that you need, be sure to ask a librarian for help.

Shelving Sequence of Call Numbers: DEWEY

When you are looking for a book with a DEWEY call number, for example,

338.095
B38m

go first to those stacks which are flagged (green) as 300, then go along the stacks until you come to books marked "338." Books which have numbers after the decimal point will be shelved after books which have no numbers after the decimal. Thus, books will appear on the shelves in this order:

338	338	338.095	338.1	338.1247	338.15
Am3a	H46s	B38m	Am3m	J13s	B21m

Because the first line is read decimally, you will note that 338.1247 is shelved before 338.15.

TWO

THE STACKS

You will also note that after determination of shelf-place by the number of the first line, the final determination of place within that category is by the second line of the call number. The second line begins with a letter, and the books are then placed alphabetically, according to this letter.

Shelving Sequence of Call Numbers: LIBRARY OF CONGRESS

When you have a LIBRARY OF CONGRESS number, for example,

PN
86
K7

go first to the stacks which are flagged (blue) P, then to the PN section. Plain P comes before PA, PN comes before PQ and after PL. Then look for the number which is the second line of the call number. The books will appear on the shelf in this order:

PN	PN	PN	PN	PN	PN	PN	PN
1	86	86	1993.5	1994	6099	6099	6110
A86	K57	K7	S4	C5	L27	L4	T47

All numbers before the decimal are read in ordinary sequence; all those following the decimal are read decimally.

TWO

THE STACKS

You will note that the third line of the number begins with a letter, which is followed by a number or numbers. These numbers should be read as though there were a decimal point before the number. Hence, K57 is shelved before K7 because .57 is smaller than .7.

HOW TO CHECK OUT A BOOK

The Marriott Library has a computer to aid in the circulation of books.

In order to check out books, you must first go to the Circulation Desk on Level 3 to register for a bar-encoded label. This will be placed on your University of Utah Student Identification Card, just above your fee receipt. When you have your label, you may check out books by presenting both the books and your I.D. card at the check-out desks at the east entrance on Level 3 or at the west entrance on Level 2.

You may check out as many books as you wish and keep them for two weeks. You will be informed when your book is overdue, and also when the grace period for returning the book has expired.

Periodicals and Government Documents are not included in the computerized circulation, and for these materials it is necessary to fill out cards.

ASSIGNMENT TWO

THE STACKS

Go to the appropriate level in the library and find the books with the call numbers listed below. Write the author and title of each book. If the book with the call number you have been given is not in the stacks, substitute the call number of the book that stands next in place to the missing book on the shelf, and write its call number, author, and title.

1. Author: _____

(a)_ _ _ _ _ Title: _____

2. Author: _____

(b)_ _ _ _ _ Title: _____

3. Author: _____

(c)_ _ _ _ _ Title: _____

4. Author: _____

(d)_ _ _ _ _ Title: _____

THREE--PART ONE

PERIODICAL INDEXES

Every year thousands of articles are published in magazines and journals in this country and abroad. These articles provide much additional information, discussion, and opinion on innumerable topics. Your investigation of a subject is seldom complete until you have searched through periodical literature as well as through books.

In order to facilitate the location of articles, many INDEXES are compiled in which you can find articles listed by authors or by subjects. There are indexes which list articles of general interest, written for non-specialist audiences. There are also indexes which list articles on a specific topic for more specialized audiences.

All indexes which list articles of general interest are located in the General Reference area on Level 3. Specialized indexes for Social and Behavioral Sciences, for Literature, and for the Humanities are also located in the General Reference area on Level 3.

Specialized indexes for Science and Engineering are located in the reference area on Level 1; specialized indexes for Fine Arts are located in the reference area on Level 4.

In order to introduce you to the use of indexes, three very frequently used indexes will be described, and you will have an assignment in their use. However, it is important to remember that a more specialized index will sometimes be your best resource; librarians at the General Reference Desk on Level 3 can help you

decide if you need a specialized index and will indicate the location of those particularly suited to your topic.

In the front of periodical indexes are instructions for use and a list of the periodicals whose articles are indexed; also in the front are the full titles of the periodicals, which, in the citations, are given in abbreviated form. In order to retrieve a periodical from the Marriott Library, you will need to know its full title.

Three of the most widely used indexes are:

1. Reader's Guide to Periodical Literature, 1900-

   AI 3 R48 Index Tables

   Indexes articles from more than one-hundred general periodicals. Articles are listed under subject and author.

2. International Index, 1905-65

   AI 3 S6 Index Tables

   Social Sciences and Humanities Index, 1965-74

   AI 3 S6 Index Tables

   Humanities Index, 1974-

   AI 3 S63 Index Tables

   Social Sciences Index, 1974-

   AI 3 S62 Index Tables

   As you can see, this index has had four different titles. From 1905-1965 it was called the International Index. From 1965-1974 the title was the Social Science and Humanities Index.

PERIODICAL INDEXES

In 1974 the index was split and is now divided into the Humanities Index and the Social Sciences Index. These volumes index articles from scholarly periodicals dealing with the humanities and social sciences (e.g., psychology, sociology, philosophy, literature). Articles are listed under subject and author.

3. Public Affairs Information Service (PAIS) Bulletin, 1915-

Z 7163 P9 Index Tables

Indexes books, pamphlets, and government documents as well as some one-thousand periodicals in the fields of political science, history, legislation, economics, social studies, and government-related subjects. Articles are listed by subject only.

SAMPLE ENTRIES

Reader's Guide to Periodical Literature

DRUG abuse [subject heading]

There's gold in them there pills; methadone. P.J. Ognibene. New Rpub 168:13-15 Ap 21 '73

(The title of the article is "There's Gold in them there Pills: Methadone." It was written by P.J. Ognibene and was published in the New Republic, volume 168, pages 13-15 on April 21, 1973.)

THREE--PART ONE

PERIODICAL INDEXES

Social Sciences and Humanities Index

DRUG abuse [subject heading]

Aspirin Age. D. Gould. New Statesm 86:805 N 30 '73

(The title of the article is "Aspirin Age." It was written by D. Gould and was published in the New Statesman, volume 86, page 805 on November 30, 1973.)

Public Affairs Information Service (PAIS) Bulletin

DRUG abuse [subject heading]

South Vietnam's narcotic traffic, narcotics abuse and anti-drug abuse drive. Chao Shan. il Asian Outlook 8:33-4 N '73

(The title of the article is "South Vietnam's Narcotic Traffic, Narcotics Abuse and anti-Drug Abuse Drive." It was written by Chao Shan; the article is illustrated (il), and was published in Asian Outlook, volume 8, pages 33-4 in November 1973.)

NOTE:

When you use an index, be sure to copy down adequate information for locating the article in the library. Many periodicals have similar titles and you must be sure you have the correct title when you use the Public Serials List (see Section Three--Part Two). For the purpose of retrieving the periodical from the stacks it is not essential to know that an article is illustrated (or has maps or a bibliography), but it is essential that you have the correct title of the periodical, the volume and page numbers and the date of publication.

ASSIGNMENT THREE--PART ONE

PERIODICAL INDEXES

Find the volumes of the Reader's Guide to Periodical Literature, PAIS (Public Affairs Information Service), the International Index continued by the Social Sciences and Humanities Index now titled the Humanities Index and the Social Science Index marked on the spine as covering (a)_____ (b)_____
month year

Look under the subject heading "Divorce" in all three indexes and answer the questions below.

1. Find an article on divorce written by (c)_____

a) Which index lists the article?

Answer_____

b) What is the title of the article?

Answer_____

c) What is the complete title of the periodical in which the article is published? (Consult the front of the index for the full title of the abbreviation used in the citation.)

Answer_____

d) In which volume of the periodical did the article appear?

Answer_____

e) On what page or pages?

Answer_____

f) What is the date of the periodical in which it appeared?

Answer_____

(Assignment continued on next page.)

ASSIGNMENT THREE--PART ONE

PERIODICAL INDEXES

2. Find an article on divorce written by (d)_ _ _ _ _ _ _ _ _ _ _ _

a) Which index lists the article?

Answer_____

b) What is the title of the article?

Answer_____

c) What is the complete title of the periodical in which the the article is published?

Answer_____

d) In which volume of the periodical did it appear?

Answer_____

e) On which page or pages?

Answer_____

f) What is the date of the periodical in which the article appeared?

Answer_____

THREE--PART TWO

PERIODICAL INDEXES--LOCATING PERIODICALS

When you have found an entry (citation) in an index for an article you need, you will then want to find out if the Marriott Library subscribes to the periodical in which the article is published. To obtain this information you will consult the Public Serials List. The Public Serials List is on microfiche and is used with the aid of microfiche readers located at General Reference and all other information desks. Librarians will assist you in use of the readers.

The Public Serials List is an alphabetical list by title of all magazines, newspapers, and journals in the Marriott Library's SERIALS COLLECTION. Under each periodical title entry you will find the following information:

1. Location of the periodical in the library, indicated by a symbol, e.g. "SER," "MIC," etc. (An explanation of these symbols is attached to each microfiche reader.)
2. The year the periodical was first published.
3. The years for which the Marriott Library has the periodical in its collection.
4. Frequency of publication (weekly, monthly, quarterly, etc.).

See the sample entry from the Public Serials List and a reproduction of the LOCATION SYMBOLS FOR DIVISION AND BRANCH LIBRARIES on page 35 of this workbook.

In your tour of the library you will have noted that the majority of periodicals are shelved in Serials on Level 5; you may also have noted that periodicals pertaining to science and engineering are shelved in Science and Engineering on Level 1. Most

of the periodicals you need will probably be found in either of these two locations. If the Public Serials List indicates that the periodical you need is in Science and Engineering ("SCI") or in Serials ("SER"), you go either to Level 1 or 5. The magazines and journals on Levels 1 and 5 will be found in either of two places:

1. Current issues of periodicals are shelved alphabetically by title in a current periodicals section, identified by ORANGE flags at the end of the stacks. (Some current issues are kept at the desk; if you cannot find a current issue you need, consult a librarian at the desk.) Current issues do not circulate but may be used in the library.
2. Older issues of periodicals are bound into volumes and shelved alphabetically by title in shelves identified by WHITE flags. Bound volumes circulate and may be checked out for three days by filling out a green card at the checkout desks on Levels 2 and 3.

The Public Serials List does not indicate if a periodical is in the current or the bound volume section; to obtain this information it is necessary to go to the stacks.

You will note from the Public Serials List that not all periodicals are shelved in the two locations discussed above. If the Public Serials List indicates that a periodical you need is in a special collection or a branch library, go to the location indicated and ask the librarian to assist you in retrieving it.

THREE--PART TWO

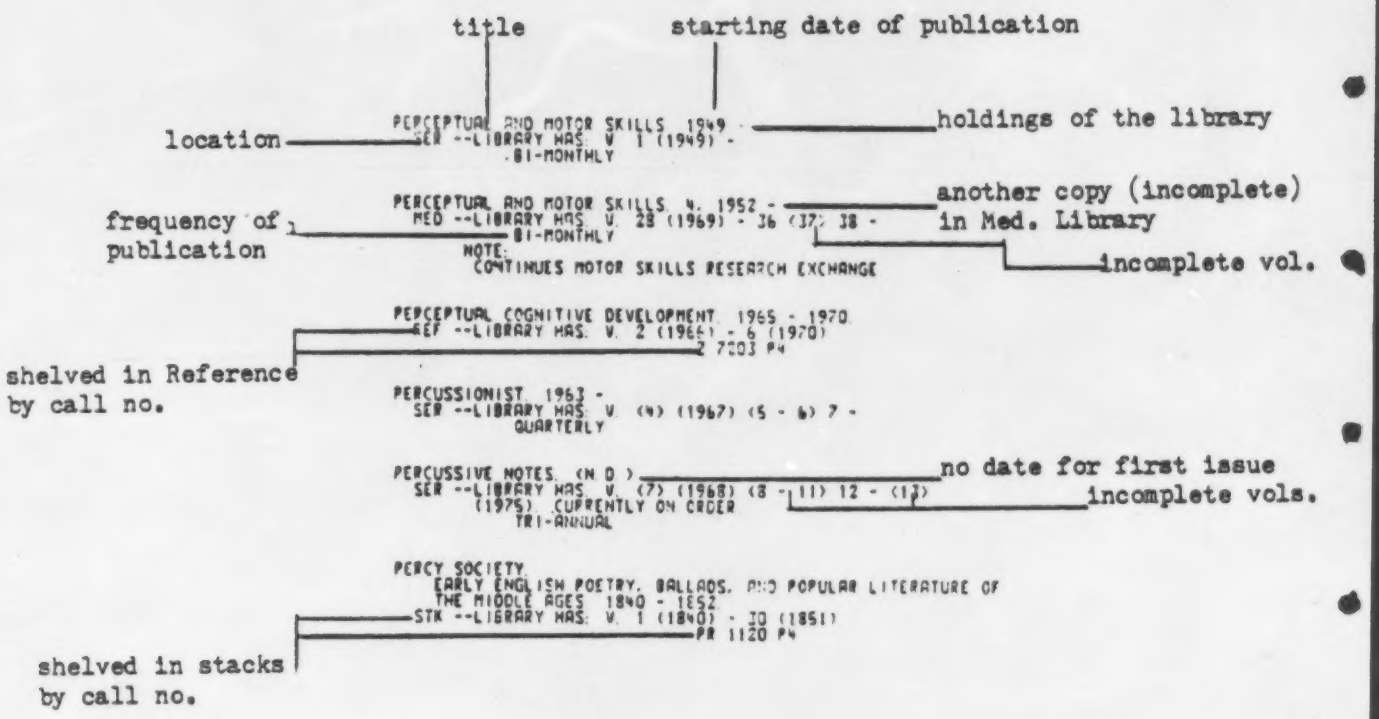
PERIODICAL INDEXES--LOCATING PERIODICALS

There are two other location designations in the Public Serials List which require explanation:

1. Some periodical entries have the location symbol, "STK" (stacks); such an entry will also have either a Dewey Decimal or Library of Congress call number. A small number of bound periodicals, rather than being shelved alphabetically, have been assigned call numbers, are shelved in the book stacks, and may be retrieved by following the same procedures as for books with call numbers.
2. Some periodicals, usually those issued with the greatest frequency, are stored on microform rather than in bound volumes. The Public Serials List designates such periodicals with the symbol, "MIC"; all periodicals with this symbol are on Level 5. If a periodical you need is on microform, ask a librarian on Level 5 to help you retrieve the microform and show you how to operate the microform reader. You must have the same information about the periodical that you need for current and bound periodicals.

THREE--PART TWO

SAMPLE TITLES FROM THE PUBLIC SERIALS LIST


title
starting date of publication
location
holdings of the library
PERCEPTUAL AND MOTOR SKILLS. 1949 -
SER --LIBRARY HAS: V. 1 (1949) -
BI-MONTHLY
another copy (incomplete)
in Med. Library
frequency of publication
PERCEPTUAL AND MOTOR SKILLS. v. 1952 -
MED --LIBRARY HAS: V. 28 (1969) - 36 (37) 38 -
BI-MONTHLY
NOTE:
CONTINUES MOTOR SKILLS RESEARCH EXCHANGE
incomplete vol.
PERCEPTUAL COGNITIVE DEVELOPMENT. 1965 - 1970
REF --LIBRARY HAS: V. 2 (1966) - 6 (1970)
shelved in Reference by call no.
2 7203 P4
PERCUSSIONIST. 1963 -
SER --LIBRARY HAS: V. (4) (1967) (5 - 6) 7 -
QUARTERLY
PERCUSSIVE NOTES. (N D)
no date for first issue
SER --LIBRARY HAS: V. (7) (1968) (8 - 11) 12 - (13)
incomplete vols.
(1975) CURRENTLY ON ORDER
TRI-ANNUAL
PERCY SOCIETY.
EARLY ENGLISH POETRY, BALLADS, AND POPULAR LITERATURE OF THE MIDDLE AGES. 1840 - 1852
STK --LIBRARY HAS: V. 1 (1840) - 10 (1851)
PR 1120 P4
shelved in stacks by call no.

LOCATION SYMBOLS FOR DIVISION AND BRANCH LIBRARIES

AUD	Audio Visual Division		4th Floor
BUS	Business Library	Branch	Business Building
DOC	Documents Division		2nd Floor
FAL	Fine Arts Library		4th Floor
LAW	Law Library		Law School Building
MAT	Math Library	Branch	Math Building
MED	Eccles Health Sciences Library		Medical Center
MIC	Serials/Microforms Division		5th Floor
MID	Middle East Library		5th Floor
RBK	Rare Books		5th Floor
REF	General Reference		3rd Floor
SCI	Science and Engineering Division		1st Floor
SER	Serials/Microforms		5th Floor
SWL	Social Work Library	Branch	Social Work Building
SPC	Special Collections		5th Floor
STK	Stacks		4th Floor
UUA	University Archives		5th Floor

ASSIGNMENT THREE--PART TWO

LOCATING PERIODICALS

1. Turn back to Assignment Three--Part One; fill in below the titles of the periodicals in which you found the assigned articles.

   Article 1 (a)_____ _____
   Author's last name Title of periodical

   Article 2 (b)_____ _____
   Author's last name Title of periodical

2. Consult the Public Serials List to see if the Marriott Library (not a branch library) has the volume of the magazine or journal you need. If it does, give

   a) The name of the location where the periodical is shelved (Serials, Microforms, Science and Engineering, etc.)

   Article 1_____ Article 2_____

   b) The year the periodical was first published

   Article 1_____ Article 2_____

   c) The year of the first issue of the periodical held by the library

   Article 1_____ Article 2_____

3. Go to the appropriate stacks as indicated in the Public Serials List. Is the periodical you need in the current (unbound) section or in the stacks where the bound volumes are shelved?

   Article 1_____ Article 2_____

FOUR

NEWSPAPER INDEXES

The Marriott Library subscribes to a number of newspapers both foreign and domestic, including many from the western United States. Current issues of newspapers are on Level 5; they do not circulate but may be used in the library.

Past issues of many newspapers, including The Times, London, the New York Times, and the Salt Lake Tribune are on microform in Serials/Microforms Division on Level 5. A librarian will tell you if there is microfilm for the newspaper you need and will help you retrieve it and use the machine.

Many newspapers publish their own indexes. One of the most widely used is the New York Times Index. It lists by subject, in annual volumes since 1910 (and in semi-monthly issues for the current year), all the articles printed by one of the world's great newspapers. You will also be able to use this index as an index to other newspapers because all newspapers publish news items at about the same time. (This is not true of course for items of strictly local interest.)

FOUR

NEWSPAPER INDEXES

The New York Times Index is in the General Reference area on Level 3, **AI 21 N44 Index Table**. (Do not confuse it with the Index to The Times, London. Following is an entry from the New York Times Index for 1975, volume 1 (A-MI):

ABORTION [subject heading]

Judge James P MaGuire overrules on Jan 7 defense objection that women have not been equally considered for grand jury that indicted Dr Kenneth Edelin. . . . Ja 8, 35:3

"Abortion" is the subject heading; there follows a brief summary of the news item; the date of the article is January 8, 1975; it appears on page 35, column 3.

When you find a listing for an article you want in a newspaper index, it is important to note the date, page number, and column number.

ASSIGNMENT FOUR

NEWSPAPER INDEXES

1. In the (a)_ _ _ _ _ _ volume of the New York Times Index, look
(year

under the subject heading (b)_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ .
For the first article cited under this heading, answer the following questions.

a) What is the date of the article?

Answer _____
month day year

b) What are the page and column numbers for the article?

Answer _____
page column

2. Go to Level 5 and ask the librarian for the microform of the issue of the New York Times published on the day of your birth. Fill in the information requested below.

a) Your birth date_____
month day year

b) What was the main headline on the front page of the main section on your birth date?

Answer_____

FIVE

BOOK REVIEW INDEXES

You will sometimes have a research assignment which requires consulting a much larger number of books than you will eventually use. One of the ways of determining which books may be most useful to you is to consult a book review index which lists reviews of books written at the time they were published.

Of the several indexes which list book reviews, the three most widely used are:

1. Book Review Index, 1965-

   Z 1035 A1 B6 Index Tables

   Indexes by author of the book, reviews appearing in more than 200 periodicals.

2. An Index to Book Reviews in the Humanities, 1960-

   Z 1035 A1 I63 Index Tables

   Indexes by author of book, reviews appearing in English in more than 700 periodicals, American and foreign.

3. Book Review Digest, 1905-

   Z 1219 C96 Index Tables

   Indexes by author of book, reviews which appear in more than seventy periodicals; also gives brief excerpts from some of the reviews.

It is important to consult the preliminary pages of each index in order to interpret the symbols or abbreviations of the periodicals used in the citations. It is necessary to note the volume and page numbers and the date of publication of the periodical in which the review appears in order to retrieve the periodical from the Marriott Library.

ASSIGNMENT FIVE

BOOK REVIEW INDEXES

In (a)_____ (b)_____published
year name of author
a book.

Use the three indexes, Book Review Digest, Book Review Index, and Index to Book Reviews in the Humanities, and give the following information.

1. What is the title of the book?

   Answer_____

2. Is the book listed in all three indexes? If not, in which?

   Answer:

   Book Review Index Yes_____ No_____

   An Index to Book Reviews in the Humanities Yes_____ No_____

   Book Review Digest Yes_____ No_____

3. Which index lists the most reviews?

   Answer_____

   How many_____

4. From the index which has the most reviews for this book, give the name of the periodical for the first review cited.

   Answer_____

5. Does the Marriott Library list the book (question 1) in the Card Catalog? Answer_____

6. Does the Marriott Library have the periodical (question 4) in which the review appears?

   Answer_____

50

SIX

DICTIONARIES

In the last three sections of the workbook you have been learning to use reference materials which direct you to other materials for the information you need. In this section of the workbook and in the four following, you will be using reference materials which contain the information you need.

Dictionaries are books which contain words in alphabetical order. They may be divided into three main groups:

1. UNABRIDGED DICTIONARIES

   These provide overall information such as pronunciation, derivation, syllabication, meaning, etc., often have examples of word usage, and sometimes are illustrated.

   Examples:

   Random House Dictionary of the English Language, unabridged edition **PE 1625 R3 1967 Reference Stacks**

   Webster's New International Dictionary of the English Language, 2nd ed. **PE 1625 W3 1949 Reference Stacks**

   Webster's Third New International Dictionary, 3rd ed. **PE 1625 W36 1964 Reference Desk**

2. ABRIDGED DICTIONARIES

   These have fewer entries but retain the overall features of the unabridged dictionaries.

   Examples:

   American Heritage Dictionary of the English Language **PE 1625 A54 Reference Stacks**

   Webster's New World Dictionary of the American Language **PE 1625 W33 1970 Reference Stacks**

SIX

DICTIONARIES

Webster's New Collegiate Dictionary, 8th ed.

PE 1628 W4 M4 1975 Reference Stacks

3. SPECIALIZED DICTIONARIES

These limit themselves to special subjects, such as art, literature, science, etc. The definitions in these dictionaries are usually more comprehensive or more detailed than in the unabridged and abridged dictionaries. Included in this group are dictionaries which deal with special aspects of language, such as synonyms, antonyms, etc.

Examples:

American Political Dictionary

JK 9 P55 1962 Reference Stacks

Concise Dictionary of American History

E 174 A45 Reference Stacks

Dictionary of American Slang

PE 3729 U5 W4 1966 Reference Desk

Mathematics Dictionary

QA 5 J32 1968 Science

Thesaurus of English Words and Phrases

PE 1591 R7 1965 Reference Desk

ASSIGNMENT SIX

DICTIONARIES

1. Using Webster's Third New International Dictionary and the American Heritage Dictionary, look up the word (a)_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ and give the information requested below.

   a) Which of the two dictionaries has an illustration (photograph, drawing, map, graph, chart, etc.) of the word?

   Answer:_____

   b) Taking into consideration information about pronunciation, cross references, abbreviations, origins of words, symbols, parts of speech, etc., which of the two dictionaries has the most comprehensive or detailed definition?

   Answer:_____

2. To answer the following question, use the Dictionary of American Slang, listed on page 47.

   a) What does the word or term (b)_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ mean?

   Answer_____

   _____

SEVEN

BIOGRAPHIES

A very useful reference tool for finding information about people is the biographical dictionary. There is a large range of information offered by these biographical dictionaries: some simply give basic biographical data; others offer, additionally, longer accounts and evaluations of the persons included. These dictionaries are arranged in alphabetical order by last names. Examples of kinds of biographical dictionaries:

1. Universal--not limited to any state, country or profession

   Living persons:

   Dictionary of International Biography

   CT 101 D6 Reference Stacks

   Webster's Biographical Dictionary

   CT 103 W4 Reference Stacks

   Current Biography

   CT 100 C8 Reference Stacks

   Deceased persons:

   Chamber's Biographical Dictionary

   CT 103 C4 1969 Reference Stacks

   Webster's Biographical Dictionary

   CT 103 W4 Reference Stacks

2. National or Regional--limited in coverage to a particular country or area but including persons in all occupations, etc.

   Living persons:

   Who's Who in America

   E 176 W642 Reference Stacks

SEVEN

BIOGRAPHIES

Who's Who (British)

DA 28 W6 Reference Stacks

Deceased persons:

Who Was Who in America

E 176 W64 Reference Stacks

Dictionary of American Biography

E 176 D56 Reference Stacks

Who Was Who (British)

DA 28 W65 Reference Stacks

Dictionary of National Biography (British)

DA 28 D55 Reference Stacks

3. Specialized--limited to persons in specific occupations or professions.

Living persons:

American Men and Women of Science

Q 141 A472 Science

Directory of American Scholars

LA 2311 Reference Stacks

Who's Who in American Education

C 32 Reference Stacks

Deceased persons:

Dictionary of Scientific Biography

Q 141 D5 Science

Great Composers, A Biographical and Critical Guide: 1300-1900 **ML 105 E944 Reference Stacks**

ASSIGNMENT SEVEN

BIOGRAPHIES

1. Consult Who's Who in America, Who Was Who in America, and the Dictionary of American Biography to find the information requested for the American listed below. (Last name is in capital letters.) To avoid consulting each volume of a large set, use the cumulative index (often located at the end of the set) to locate the biography.

(a)_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
name of person

a) Date of birth

Answer_____

b) Name of subject's mother

Answer_____

c) Home address (for living subject only)

Answer_____

d) Death date if applicable

Answer_____

e) The biographical dictionary (or dictionaries) from which you obtained the information

Answer_____

2. Consult Current Biography for (b)_ _ _ _ _ _ _ _ _ _ _ _ and
year
locate the biography of (c)_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ . Give the first source listed in the "References" section at the end of this biography.

_____

_____

_____

EIGHT

ENCYCLOPEDIAS

A general encyclopedia is often the best place in which to start research, particularly on a subject which is new to you. Most encyclopedias have comprehensive indexes which locate all the information in the set on a particular subject. Articles in encyclopedias often have BIBLIOGRAPHIES (lists of books, articles, etc.) to lead you to more detailed or specialized information. Some articles are written by specialists well-known in their field and the names of such experts are often found at the end of the articles.

Examples of general encyclopedias:

Collier's Encyclopedia

AE 5 C683 Reference Stacks

Encyclopedia Americana

AE 5 E333 Reference Stacks

Encyclopedia Britannica

AE 5 E363 Reference Stacks

World Book Encyclopedia

AE 5 W55 Reference Stacks

In addition to general encyclopedias which cover the whole field of knowledge, there are many encyclopedias devoted to specific subjects. The articles in these are more detailed than those in general encyclopedias.

EIGHT

ENCYCLOPEDIAS

Examples of specialized encyclopedias:

The Encyclopedia of Education

LB 15 F47 Reference Stacks

The Encyclopedia of Philosophy

B 41 E5 Reference Desk

The Encyclopedia of World Art

N 31 E5313 Reference Stacks

International Encyclopedia of the Social Sciences

H 40 A2 I5 Reference Stacks

McGraw-Hill Encyclopedia of Science and Technology

Q 121 M3 Science Reference Stacks

All general encyclopedias and many specialized ones are located in General Reference, Level 3. Specialized encyclopedias in the fields of science and technology are located on Level 1.

ASSIGNMENT EIGHT

ENCYCLOPEDIAS

Consult the Encyclopedia Americana, the World Book Encyclopedia, and the McGraw-Hill Encyclopedia of Science and Technology for the article on (a) _ .

1. Which of the three encyclopedia articles would satisfy the needs of a person who knows very little about Chemistry?

   _____ Americana

   _____ McGraw-Hill

   _____ World Book

2. Which of the three encyclopedia articles would satisfy the needs of a person more knowledgeable in Chemistry?

   _____ Americana

   _____ McGraw-Hill

   _____ World Book

3. Which of the encyclopedia articles has an author's name at the end of the article?

   _____ Americana

   _____ McGraw-Hill

   _____ World Book

4. Which of the encyclopedia articles has a bibliography (a list of other works on the subject, not other, related articles in the same encyclopedia)?

   _____ Americana

   _____ McGraw-Hill

   _____ World Book

NINE

ALMANACS

Almanacs are annual volumes of current and retrospective information, facts, and statistics. Although almanacs are best used to answer simple questions, they have a great variety and diversity of information. They tend to focus on information that changes and must be brought up to date. No two almanacs contain exactly the same material, so it is often necessary to consult more than one. The two most popular and best-known general almanacs are:

Information Please Almanac

AY 64 I55 Reference Desk

World Almanac

AY 67 N5 W7 Reference Desk

ASSIGNMENT NINE

ALMANACS

Use either or both of the almanacs (World Almanac or Information Please Almanac) to answer the following questions:

1. Which baseball team won the (a)_ _ _ _ _ _ _ _ _ _ _ _ _ pennant in (b)_19_ _ _ _?

   Answer:_____

2. What is the distance by automobile between (c)_ _ _ _ _ _ _ _ and (d)_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ?

   Answer:_____

3. What was the population of (e)_ _ _ _ _ _ _ _ _ _ _ _ _ _ _in (f)_ _ _ _ _ _ ?

   Answer:_____

4. Who won the Academy Award (Oscar) for Best Actor in (g)_ _ _ _ _ _ _ ?

   Answer:_____

TEN

ATLASES

An atlas is a collection of maps which may be current or historical and which may cover the world or any section of the world. Atlases may include population charts, air distance tables, economic and political distribution maps, etc. Each atlas has its own gazetteer, which serves as an index. Gazetteers are dictionaries of geographical places, and in addition to geographic location they may give historical, statistical, cultural, and other relevant information about these places.

Examples of atlases:

Rand McNally Commercial Atlas and Marketing Guide

G 1046 Q1 R3 Reference Atlas Case

Primarily an atlas of America, it includes statistical tables of population, business and manufacturing, agriculture, and other commercial features. It has a state-by-state index which lists nearly 125,000 places. Population, altitude, post office serving the point, transportation services, banking, and other pertinent data are indicated by symbols, with a key to the symbols at the bottom of each page.

TEN

ATLASES

The Times Atlas of the World

G 1019 B395 1975 Reference Atlas Case

A world atlas which includes space maps, maps of the moon, maps which show the world as seen with the aid of satellite technology. It also has information on resources, minerals, energy, food, climate, population distribution.

ASSIGNMENT TEN

ATLASES

1. Consult the Rand McNally Commercial Atlas and Marketing Guide to answer the following questions about (a)_ _ _ _ _ _ _ _ _ _ _ _.

   a) Is it a banking town?

   Answer:_____

   b) Is it a small town (population under 2,500)?

   Answer:_____

   c) Is it a scheduled stop for United Airlines?

   Answer_____

2. Consult the Times Atlas to answer the following questions about the beach at (b)_ _ _ _ _ _ _ _ _ _.

   a) Where is it?

   Answer: Latitude_____

   Longitude_____

   b) A waterfront room faces what general direction?
   (north, south, etc.)

   Answer:_____

ELEVEN--PART ONE

U.S. GOVERNMENT DOCUMENTS

INTRODUCTION

Every year the U.S. government publishes a vast number of documents on almost every imaginable subject. These documents vary considerably in length and format: they include one-page pamphlets, full length-books, and periodicals, many of which may eventually be gathered into volumes.

Most of these documents can be obtained by interested persons directly from the government, some at no cost, others at modest prices. The government also makes these publications available through libraries. At least one library in each state is designated a "depository library" and it receives a very large number of documents printed by the Government Printing Office. The Marriott Library is a "selective depository," that is, a library which receives documents it selects.

Libraries which have only small numbers of government documents often incorporate them into their main collection where they are classified according to the library's classification system, and they are retrieved from the stacks through use of the card catalog. The Marriott Library, because it has a substantial collection of documents, does not incorporate them into the main collection. They are housed as a separate collection with its own classification system and stacks. The Marriott Library's DOCUMENTS DIVISION is on Level 2; it has two entrances, one on the west side of the building near the checkout desk, the other on the east near the elevators.

ELEVEN--PART ONE

U.S. GOVERNMENT DOCUMENTS

Because government documents are a rich and reliable source of information, it is important to learn how to use them. The classification system used to identify, shelve, and retrieve documents is different from the ones you have learned thus far. In this section you will be introduced to two of the simplest tools for retrieving documents and information.

Monthly Catalog of United States Government Publications

(Monthly Catalog)

GP 3.8: last 3 digits of year Documents Index Table

Statistical Abstract of the United States (Statistical Abstract)

C 3.134: year Documents reference area

MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS

(MONTHLY CATALOG)

Each month the Superintendent of Government Documents issues a catalog which lists the publications of all three branches of the government. The MONTHLY CATALOG, although not a comprehensive list, is broad in scope and is the most useful single catalog of government publications. Each month's list of entries is followed by an author, title, and subject index. All but recent volumes are bound together in annual volumes with a cumulative index for the year. Since July 1976, the annual

cumulative index has been issued as a separate companion volume. These yearly catalogs, as well as current issues, are shelved at the Index Tables in the Documents Division. When the format of the Monthly Catalog was changed in July 1976, the form of entries for the documents was also changed. On pages 61-2 you will find a copy of sample entries of two kinds with explanations of their content.

Catalog Entry Numbers

Entries in the MONTHLY CATALOG are grouped according to the issuing agency. Each entry is given a number, the first each year being listed as "1," and rising in consecutive order to the last entry for the year. Since July 1976 these ENTRY NUMBERS have been preceded by the last two numbers of the year, e.g., 77-5428. (Before 1948 there were no entry numbers.)

Superintendent of Government Documents Classification System (SUDOCS)

Each government document is assigned a number by the Superintendent of Government Documents, the number known for convenience as the SUDOCS number. These numbers are a combination of letters and numbers. Following are some sample numbers:

D 4.12/2:Cv I 1.98:K 12/chap 1 I 1.98:W64

The first letter(s) refers to the issuing agency; the letters and numbers which follow are further subdivisions by sub-agency, series, or subject. In Monthly Catalogs issued before July 1976,

the SUDOCS number appears on the right side as the last line entry. In Monthly Catalogs issued since July 1976, the SUDOCS number appears as a heading for the entry, centered on the line immediately below the ENTRY number. It is important to copy the SUDOCS number completely and accurately because it is the CALL NUMBER which enables you to retrieve the document from the stacks.

USING THE MONTHLY CATALOG

If you wish to know what a specific government agency has published in a particular month or year, consult the "List of Government Authors" at the front of the catalog. If you find a publication which interests you, note its SUDOCS number and go to the stacks to retrieve it.

It will more often be the case that you will need to find a document by author (however, not all documents are ascribed to a single author) or by title or by subject, most particularly by subject. In these cases you will turn first to the author, title, subject index of the Monthly Catalog. After the listing for an author, title, or subject, you will find an ENTRY number or numbers. When you have the ENTRY number, you can turn to the citation for the document you need by finding it in its numerical order. (Before 1949, indexes will refer you to a page number, not an entry number.)

ELEVEN--PART ONE

U.S. GOVERNMENT DOCUMENTS

The sample entries on pages 61-2 give detailed explanations of each item in the entries. Although you need to know only the SUDOCS number to retrieve the document from the Documents Division Stacks, much of the other information in the entry will be useful to you (e.g., number of pages, names of other agencies interested in the same topic, etc.)

You will notice that the last part of the entries have a section similar to the "tracings" in the card catalog (not true for old issues of the Catalog), i.e., a list of subject headings. When you have found one entry for a subject you need, it may be possible to find related subject headings by looking at the "tracings."

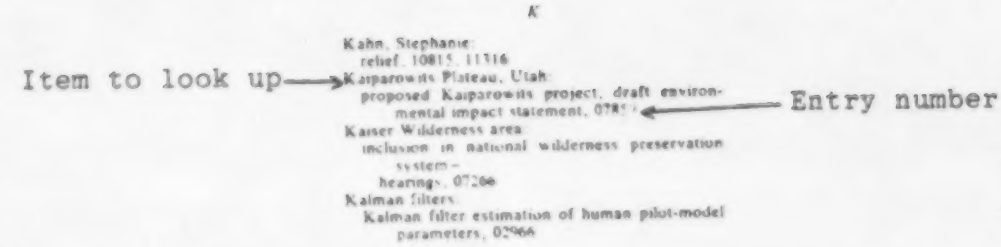
Finding a subject heading for a government document requires going through the same processes employed when you looked up a book by subject in the card catalog. If you have exhausted all the headings you can think of, consult a librarian, who will be able to suggest others to you. Since July 1976, the Monthly Catalog has used Library of Congress Subject Headings, and a copy of this two-volume book may be found in the Documents Division Reference section.

ELEVEN--PART ONE

U.S. GOVERNMENT DOCUMENTS

EXAMPLES: MONTHLY CATALOG, 1893-June 1976

Subject Index

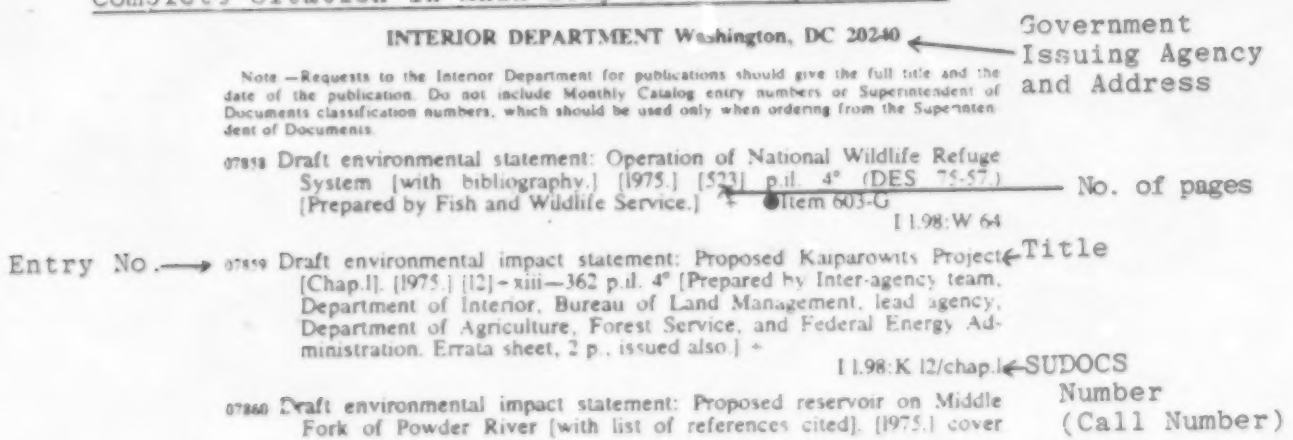


K

Kahn, Stephanie:
relief, 10815, 11316
Kaiparowits Plateau, Utah:
proposed Kaiparowits project, draft environmental impact statement, 07851
Kaiser Wilderness area:
inclusion in national wilderness preservation system—
hearings, 07266
Kalman filters:
Kalman filter estimation of human pilot-model parameters, 02966

Item to look up → Entry number

Complete Citation in Main Body of Monthly Catalog



INTERIOR DEPARTMENT Washington, DC 20240 ← Government Issuing Agency and Address

Note.—Requests to the Interior Department for publications should give the full title and the date of the publication. Do not include Monthly Catalog entry numbers or Superintendent of Documents classification numbers, which should be used only when ordering from the Superintendent of Documents.

07858 Draft environmental statement: Operation of National Wildlife Refuge System [with bibliography.] [1975.] [523] p.il. 4° (DES 75-57.) [Prepared by Fish and Wildlife Service.] ÷ ●Item 603-G
I 1.98:W 64

No. of pages

Entry No. → 07859 Draft environmental impact statement: Proposed Kaiparowits Project [Chap.I]. [1975.] [12]+xiii—362 p.il. 4° [Prepared by Inter-agency team, Department of Interior, Bureau of Land Management, lead agency, Department of Agriculture, Forest Service, and Federal Energy Administration. Errata sheet, 2 p., issued also.] ÷
I 1.98:K 12/chap.I

Title

SUDOCS Number (Call Number)

07860 Draft environmental impact statement: Proposed reservoir on Middle Fork of Powder River [with list of references cited]. [1975.] cover

*For Sale by Superintendent of Documents
÷ Distribution Made by Issuing Office
Not Available for Sale or Distribution

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ELEVEN--PART ONE

U.S. GOVERNMENT DOCUMENTS

EXAMPLES: MONTHLY CATALOG, June 1976-Present

Subject Index

Item to look up →

Ships — Safety regulations — Periodicals.
Fathom; surface ship & submarine safety review., 78-3056

Shock (Mechanics) — Abstracts.
The Shock and vibration digest., 78-2995 ← Entry Number

Shore protection — United States — Periodicals.
CERCular, 78-3037
The quarterly CERCular information bulletin., 78-3037

Complete Citation from Main Body of Monthly Catalog

Entry No. → 78-2995

D 4.12/2:(v.nos.&nos.) ← SUDOCS Number (Call Number)

Title and author (issuing agency) →

The Shock and vibration digest. Washington, Dept. of Defense, Navy Dept., Naval Research Laboratory, Shock and Vibration Information Center.
20375
27 cm.
$40.00 (U.S.) $50.00 (foreign) ← Price
v. 1- 1969-
Monthly.
ISSN 0583-1024 CODEN: SHVDA
1. Shock (Mechanics) — Abstracts. 2. Vibration — Abstracts. I. Shock and Vibration Information Center. ← Related Subject Headings
Z5853.V6S5
[TA355]
OCLC 1928382

ELEVEN--PART ONE

U.S. GOVERNMENT DOCUMENTS

RETRIEVING DOCUMENTS FROM THE DOCUMENTS DIVISION STACKS

The shelves containing U.S. government documents have pink flags at each end. SUDOCS numbers are shelved, first alphabetically and then by number; low numbers are shelved before higher numbers. The period which divides some numbers is not a decimal point but a mark of separation. Documents with the following numbers will appear on the shelves in this order:

A 1.77:52 A 68.6/3:1862 C 13.4:576 D 112.6:35

The U.S. government documents stacks begin near the west entrance, with the "A's," and proceed in alphabetical order in the shelves marked 1 through 56.

ASSIGNMENT ELEVEN--PART ONE

U.S. GOVERNMENT DOCUMENTS

The Monthly Catalog

1. Consult the subject index of the Monthly Catalog for (a) _ _ _ _ and find the first ENTRY NUMBER listed for the subject(b) _ _ _ _

ASSIGNMENT ELEVEN--PART ONE

U.S. GOVERNMENT DOCUMENTS

The Monthly Catalog

2. Consult the subject index of the Monthly Catalog for (c) _ _ _ and find the first ENTRY NUMBER listed for the subject (d) _ _ _

ELEVEN--PART ONE

U.S. GOVERNMENT DOCUMENTS

STATISTICAL ABSTRACT OF THE UNITED STATES (STATISTICAL ABSTRACT)

The Statistical Abstract, published annually by the Department of Commerce, Bureau of the Census, is a compilation of a vast number of facts about America and Americans. A survey of the 97 annual volumes reveals a fascinating statistical picture of our evolving social life.

This information is abstracted from many sources into easily read tables, providing a quick reference to information which might otherwise take hours of research. For the student who wishes more information on a specific topic, the listing of sources following each table provides another quick reference to the tables from which the material was obtained.

The Statistical Abstract has a table of contents which groups information under large subject headings, e.g., "Population," "Geography and Environment," "Income, Expenditure and Wealth," etc. At the end of each volume is a subject index.

The current issue of the Statistical Abstract is kept at the Documents Division Reference Desk (another copy of the current issue is also at the General Reference Desk). The annual volumes for the last ten years are shelved in the Documents Division Reference stacks. Older editions are in the stacks, shelved by their SUDOCS number.

ELEVEN--PART ONE

U.S. GOVERNMENT DOCUMENTS

Before reading these tables it is important to note the year(s) for which information is given as these vary from table to table. It is also important to note in the preliminary matter for each table what the numbers in the tables represent: some numbers represent their actual value, others may represent the number of 100's, 1000's, etc.

ASSIGNMENT ELEVEN--PART ONE

U.S. GOVERNMENT DOCUMENTS

The Statistical Abstract

Consult the Statistical Abstract for (e)_ _ _ _ _ _ _ _ _ _ and from the tables answer the following questions.
(year)

3. How many daily newspapers were published in (f)_ _ _ _ _ _ _ _ _ _
(year)
in (g)_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ?
(state)

Answer_____

4. What was the number of paid daily circulations for all these newspapers for the same year?

Answer_____

5. What is listed as the source for this information?

Answer_____

_____

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ELEVEN--PART TWO

U.N. DOCUMENTS

INTRODUCTION

The United Nations consists of continously meeting assemblies, councils, commissions, committees, and conferences covering all aspects of world affairs.

The United Nations carries out an extensive publishing program, producing a varied collection of materials including pamphlets, yearbooks, conference proceedings, annual surveys, periodicals, reports, studies, bibliographies, and indexes. These publications cover a wide range of international topics such as humanitarian issues, international trade, finance and economics, developing countries, the environment, energy, maintaining peace, the use of oceans and seabeds, agriculture, and the world food supply. The United Nations is also a major compiler of statistics and publishes many yearbooks.

The United Nations also publishes the working documents used by the delegates in their meetings and the major records of the main U.N. bodies for each session (the General Assembly and its committees, the Security Council, the Economic and Social Council, the Trusteeship Council, and the Secretariat).

The Marriott Library Documents Division has United Nations Documents dating back to the beginning of the organization in 1946. Since 1968 the Marriott Library has been an official English language depository library.

ELEVEN--PART TWO

U.N. DOCUMENTS

The publications of U.N. related organizations such as the World Health Organization (WHO), United Nations Educational, Scientific and Cultural Organization (UNESCO), and the Food and Agriculture Organization (FAO) are part of the main collection of the library and are retrieved through the card catalog. If you cannot find a document you need in the U.N. index, ask a librarian if it is part of the main collection.

In this assignment for this section you will use the main indexes to U.N. documents and one of the yearbooks:

United Nations Documents Index, (UNDI), 24 vols., 1950-73

Shelved by title Documents Index Tables

UNDEX; United Nations Documents Index, vol. 1- 1970-

Shelved by title Documents Index Tables

United Nations Statistical Yearbook, 1948-

Documents Reference Shelves; shelved with other yearbooks, alphabetically by author or title

ELEVEN--PART TWO

U.N. DOCUMENTS

Arrangement of the Collection

There are two sections in the United Nations Collection:

1. Series and periodicals
2. Documents

Series and Periodicals

Series and periodicals are arranged in the stacks by title or by author. If you cannot find what you need by title, look under author and vice versa. They are found on shelves 59-62 on the east side of the Documents Division. Like other periodicals in the Marriott Library, they are entered in the Public Serials List.

Documents

Documents are arranged in the stacks by documents series symbols, the CALL NUMBER. They are retrieved through the use of indexes. They are found on shelves 56-59, also on the east side of the Documents Division.

Document Series Symbol (CALL NUMBER)

The document CALL NUMBERS are a combination of letters and numbers:

A/7501 A/8307 A/AC/25 A/CN.6/17 E/C.2/Sr.7 E/CN.2/Sr.7

The first letter(s) refers to the issuing agency; the second letter(s) refers to a sub-agency; the third letter(s) and number, or number only refer to the series. The numbers are filed first alphabetically and then by number. Documents with the above numbers will appear on the shelf in the above order.

ELEVEN--PART TWO

U.N. DOCUMENTS

United Nations Documents Indexes, UNDI and UNDEX

These two indexes overlap in date but because UNDEX was published experimentally from 1970-73, it is more convenient to use UNDI through 1973. Because of differences both within and between the two indexes, they will be described by years.

UNDI, 1950-62

To find a document and its call number, you will consult two volumes in a two-step process.

First step: Consult the annual Cumulative Index: this index lists documents by subject and author. You will find an entry like this:

Iron ores: development UN4154

"UN4154" is an entry number.

Second step: Consult the annual volume of the monthly issues for the same year as the Cumulative Index. The monthly issues are not cumulative, but issues for one year are bound together in sequential numbers, January through December. In the monthly issues, entries are grouped by agencies. For the entry number above, you will find the monthly issue which contains the numbers including 4154; you will find it in the "UN" section of the issue. You will find the following entry for the number "UN4154."

ELEVEN--PART TWO

U.N. DOCUMENTS

4154 ST/TAA/Ser.C/27. Geological survey and mining development in Europe and the USSR. Report of the Study Group of Geologists and Mining Engineers from Asia and the Far East, 4 Aug - 5 Nov 1953. Under the sponsorship of TAA and ECAFE. Jun 1954. viii,215 p., maps and tables. Photo-offset printing.

ST/TAA/Ser.C/27, the document series symbol, is the call number which will enable you to retrieve the document, "World Energy," from the stacks.

UNDI, 1963-'9

For these years you may consult either of two volumes:

1. Cumulative Checklist: These annual volumes list documents by number and give full bibliographical information. You will use it when you have a document call number and wish for bibliographical information before going to the stacks.
2. Cumulative Index: These annual volumes accumulate all the documents for a given year and list them by subject. The call number follows the entry, thus

Developing countries--land reform A/8703

When you have found by subject a document you need, you will note the call number (A/8703 in the sample above) to retrieve it from the stacks.

ELEVEN--PART TWO

U.N. DOCUMENTS

UNDEX, 1974-

These indexes, published ten times a year, are in a series of three:

Series A - Subject Index In this series you look up documents by subject. The entries give the following information:

DEVELOPING COUNTRIES: manufactures; export-processing free zones
REPORTS
UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT
750411 TD/B/C.2/149

The first two lines give the heading and sub-headings; the next line indicates the kind of document; the next line gives the title (or brief title); the first number on the next line is the date: the year is represented by the first pair of digits, the month by the second pair, the day by the last pair. TD/B/C.2/149 is the series symbol number--the Call Number.

Series B - Country Index In this series you look up documents by country, countries listed alphabetically. They give the following information:

GUATEMALA
ASPECTS
Guatemala: Earthquake UN assistance
E/5796

Series C - List of Documents Issued In this series you look up documents by symbol (call number). Entries give bibliographical and sales information.

ASSIGNMENT TWELVE--PART TWO

U.N. DOCUMENTS

UNDI UNDEX

1. Consult the appropriate subject index for (a)_ _ _ _ _ _ _ _, and under the subject heading (b)_ find the first document listed and enter its U.N. Documents number (call number) on this line _____. Find the document with this call number in the stacks and give the requested information. (If this document is not on the shelf, give the number of the one next to its place, and answer the questions for this document.)

   a) Title_____

   _____

   b) U.N. issuing agency_____

   c) Number of pages_____

   d) Is the document circulating_____?

   non-circulating_____?

ELEVEN--PART TWO

U. N. DOCUMENTS

United Nations Statistical Yearbook

The Statistical Yearbook has tables which give world summaries, by region and country-by-country, of a wide variety of social and economic concerns. The table of contents indicates the scope of the subjects treated; they include such topics as population, manpower, health, housing, education, balance of payments, science and technology, etc. There is an index by country. Because not all countries use the same criteria for gathering and reporting data, you should pay particular attention to the sources and to the footnotes, which explain the completeness and reliability of the figures.

ASSIGNMENT ELEVEN--PART TWO

U. N. DOCUMENTS

YEARBOOKS

Consult the Statistical Yearbook for 1971 and answer the following questions.

2. What was the population per physician in (c)_ _ _ _ _ _ _ _ _ _ _

in (d)_ _ _ _ _ _ ?

Answer_____

3. What is the chief source for this information?

Answer_____

TWELVE

NON-PRINT REFERENCE SERVICES

(Audio-Visual)

The Non-Print Reference Services, popularly known as the Audio-Visual division, is located on Level 4 of the Marriott Library. This division houses items which are seen and/or heard rather than read.

In the collection are records, video-cassettes, video tapes, slides, and filmstrips. Among the subjects available are music, classical, popular, and folk; a great variety of prose, poetry, and dramatic readings; documentary material, including speeches delivered on campus; class lectures; and art slides and filmstrips.

The materials in the Audio-Visual division do not circulate but are used in the library either at individual video-cassette viewing carrels or at dial-access listening stations. There are also rooms for group viewing and listening.

The stacks are closed and in order to use materials you must give the call number of an item you need to an attendant at the counter, who will assign you a carrel and assist you in its use. You will be required to leave an I.D. card at the counter.

If you need the video tape of a class lecture, you will consult the list of taped lectures at the counter.

All other materials in the Audio-Visual division are classified in the Library of Congress Classification system. The call numbers are identical to Library of Congress call numbers except that they are preceded by a designation indicating the type of material, e.g.,

TWELVE

NON-PRINT REFERENCE SERVICES

(Audio-Visual)

"Disc," "Tape," "Filmstrip" etc.; these designations are part of the call number and must be noted with the rest of the call number when you give it to an attendant at the counter.

These materials are indexed in the main card catalog, but you will probably find it more convenient to use the card catalog in the Audio-Visual division (north of the counter). This card catalog indexes only those materials in Audio-Visual. The Audio-Visual card catalog is used in exactly the same way as the main catalog: it has an author/title section and a subject section.

In the assignments for this section you will find that you can look up the items you have been assigned either by the title of the work, or by author, or by performer, or in some cases by all three. If you need assistance with the card catalog, ask one of the attendants at the counter to help you.

ASSIGNMENT TWELVE

NON-PRINT REFERENCE SERVICES

(Audio-Visual)

Consult the Card Catalog in the Audio-Visual division and, using either the author/title or the subject section of the catalog, find the CALL NUMBERS for the following items.

1. A recording of (a)_ _

   by (b) _

   Answer_____

2. A recording of (c)_ _

   by (d)_ _

   Answer_____

RESEARCH: SURVIVAL

Our goal in this course has been to introduce you to the Marriott Library: to help you learn something about the library resources available to you, how best to avail yourself of these resources, and, above all, to help you feel comfortable and at ease in the library. We hope you now have sufficient confidence to expand on the knowledge you have gained. Although this is the end of the course, it is only the beginning of your association with libraries.

Of the five basic kinds of materials you have learned to use two--Audio-Visual and the Card Catalog--require little further practice. More and more as you use the subject section of the Card Catalog you will become proficient at finding suitable headings.

From your assignments in reference materials you have learned of the two kinds: those which have the information you need, and those which direct you to the information you need. From your work in the General Reference stacks you know that there is a large number of reference works, many of a specialized nature, for you to discover.

As you use some of the more specialized indexes to periodical articles, you will find yourself directed to more specialized journals, those to which experts in the field contribute. These will save you many unproductive hours of sifting through masses of general information.

Your work in Documents has given you an important sampling of the ways to retrieve documents and statistics; if these prove insufficient, ask the librarians in Documents for help.

In sum, the library is a system. The workbook has shown you how to use this system and has given you an idea of resources available for research and information.

It is appropriate at this point to talk about librarians and why we urge you to seek their assistance. Some students do not like to reveal their lack of knowledge about the library to librarians, and if you are among them, you will miss one of the library's best resources. The library exists to serve the information needs of the University community, and reference librarians are paid to answer your questions. If you do not know the answer, no question is a stupid question, however trivial it may seem to you. As well as answering routine questions, librarians can also assist you when you are doing more specialized research or searching for obscure information. Librarians are trained not only in Library Science but also in a specialized subject field. They will use all the resources of the library and its staff to assist you. Even sophisticated researchers find it impossible to keep up with and to remember all the materials in their field; they know that asking the help of a librarian can save both time and effort. While one of the objectives of this course has been to help you develop your own skills, it is not our intention--even if it were possible--to suggest that you might become entirely self-sufficient. For a final time--Consult a librarian!

DOING YOUR RESEARCH

Students sometimes complain that they cannot find sufficient materials for a paper or a report. A well-planned search in the library is more likely to produce an abundance of information. Following are some suggestions on how to plan a research project.

1. Is the topic feasible?

   Are there sufficient resources in the library for your topic? While the Marriott Library has--literally--miles of information, like every other library, it has limitations. If your subject is either recent or very localized, you will not find the materials you need. For a very recent subject there will not be books, and periodical articles (and indexes to them) take a few months to appear. If your subject is very localized (e.g., "Flood Control in Ohio") you could probably obtain this information only in a library in Ohio.

2. Is your topic well defined?

   If your topic is too broad, your paper will be a pastiche of generalizations adding little to your or your instructor's edification. Narrow your topic to a manageable size and do a thorough study; you will have added to your own knowledge and also, possibly, to your instructor's. If your topic is narrowed, you will use more specialized materials. Your instructor would rather see references to psychology journals in a research project for Psychology than to Time magazine; use the Social Sciences Index or Psychological Abstracts instead of the Reader's Guide.

3. Be organized!

Before you begin your research, think about the topic. Then make a plan. A good search strategy will enable you to gather information in an organized and systematic way. For example, if you are writing on a subject that is unfamiliar to you, the best place to begin may be with an encyclopedia that will give you an overview of the topic. Then proceed to the card catalog for books, to the most appropriate periodical indexes for journal articles, and to other indexes, documents, bibliographies, etc. to do a complete job.

4. Be efficient!

a) Start with complete citations for books, articles, etc. so you will not have to return to the library when you are making the bibliography for your paper.

b) Use index cards (3" x 5") for each citation to a book or article and also for material from informational reference works (biographical dictionaries, book review indexes, etc.). By doing this you will have everything in one place, and the envelope you threw away with three good citations will not be just a memory.

c) Compile a WORKING BIBLIOGRAPHY before you go to the stacks. It is a waste of time to shuttle back and forth between the indexes and the stacks.

d) Take notes on index cards (5" x 8") or in a journal (at least keep everything in one place. The advantage of note cards is the flexibility they permit in laying them out and shuffling them to indicate an outline for your paper). Use cross reference numbers on bibliography and note cards. For example, a note headed 1:265 would indicate that the note is from the bibliography card numbered "1" on page 265 of that source.

e) Allow enough time. Do not wait until the last minute when much of your material may be checked out of the library. Cramming a paper into the last few days is a headache--literally and figuratively.

5. Format

If you are unfamiliar with the proper form of footnote and bibliography entries, ask your instructor to recommend a "style manual." The library has many of these, and they may also be purchased in the bookstore. For seasoned paper writers the style manual is as necessary as the dictionary. What you say is the most important thing, but the way your paper looks can also impress your instructor with your seriousness and intelligence.

GOOD LUCK!

WORKBOOK IN LIBRARY SKILLS

EVALUATION

Quarter/Year_____

1. Your major_____

2. I am a ___Freshman ___Sophomore ___Junior ___Senior ___Other

3. Did you take Library Survival ___as an independent course?

   ___in conjunction with another course?

4. I found out about the course from:
   ___announcement in class
   ___teacher or advisor
   ___Liberal Education Bulletin
   ___a friend
   ___The Chronicle

5. In general, what do you think of the workbook course?

6. Was the workbook a good way for you to learn about the library?
   Circle one:
   NO 1 2 3 4 5 6 7 VERY GOOD

7. Were the information and examples in the text clear?

   ___always ___usually ___sometimes ___not very

8. Did you understand the assignments and were the instructions clear?

   ___always ___usually ___sometimes ___not very

   if no, which ones were confusing?

9. a. How much time did you spend on the workbook?

   ___2 hours ___4 ___6 ___8 ___10 ___12 ___more

   b. Was the amount of time you spent on the workbook commensurate with the credit received?

   ___took too much time ___about right ___took too little time

10. Compare your knowledge of the library after your use of the workbook to your knowledge before. Check one:
   ___I learned a lot about the library
   ___I learned something about using the library
   ___I did not learn anything new
   ___I was confused
   ___I feel hopeless about ever learning to use the library

11. Were the librarians helpful to you when you asked assistance in completing the workbook?

____always ____usually ____sometimes ____not very

12. What was the best part of the workbook?

13. What was the worst part of the workbook?

14. Would you recommend this course to a fellow student?
____yes ____no If not, why?

15. Which of the following most closely describes your reaction to the workbook?

____I wanted to learn about the library and thought the workbook was terrific.

____I needed to know how to use the library and the workbook was a good way to do it, not perfect, but good.

____It was a lot of work but served the purpose of familiarizing me with the resources of the library and was worth it.

____I guess I know a little more than before, but was not crazy about the workbook. If you answer here, what would you have preferred?

____It was a drag!!

16. Please make any other comments about the library and/or the workbook that you think would be helpful in planning improved library services for students.

CORRECTION NOTES

p.13 Card Catalog Author/Title	p.39 Newspaper Indexes
p.18 Card Catalog Subject	p.41 Book Review Indexes
p.25 Stacks	p.44 Dictionaries
p.30 Periodical Indexes	p.47 Biographies
p.36 Locating Periodicals	p.50 Encyclopedias

CORRECTION NOTES (continued)

p.52 Almanacs	p.75 U.N. Documents Indexes
p.55 Atlases	p.77 U.N. Documents Yearbooks
p.64 U.S. Documents Monthly Catalog	p.80 Non-Print Reference (Audio-Visual)
p.68 U.S. Documents Statistical Abstract	

After you finish the Workbook and fill out the evaluation, please fill in the top section on both forms below. The top form will be returned to you with your completed Workbook. The bottom form will be detached and retained in the Library as a permanent record of your completion of the course. The top form will be an indication to instructors requiring the completion of the Workbook that you have already completed it.

G.S. 101 Library Survival

Name_____

Quarter/Year_____

Course_____

Instructor_____

Book No._____

LIBRARY USE - DO NOT COMPLETE

Date received_____

Date returned for correction_____

Corrections returned_____

Date completed and returned_____

Signature Date

Grade:

A____ Cr____

F____ No Cr____

Did not complete

Marriott Library Copy G.S. 101

Name_____ Book No._____

Quarter/Year_____

Course_____ Instructor_____

LIBRARY USE-DO NOT COMPLETE

Date received_____

Date returned for correction_____

Corrections returned_____

Date completed and returned_____

Signature Date

Grade:

A____ Cr____

F____ No Cr____

Did not complete

ASSIGNMENTS FOR WORKBOOK IN LIBRARY SKILLS: Book Number 17

Page 13 *Assignment One--Part One*
The Card Catalog
Author and Title Approach

(a) Robert Scharff

(b) F
788
S3

(c) George Washington Pierce

(d) QL
597
P5

(e) Jehovah's Witnesses

(f) 289.9
C689j

(g) Phenolic Substances in Grapes and Wine and Their Significance

(h) TX
558
G6
S5

Page 18 *Assignment One--Part Two*
The Card Catalog
Subject Approach

(a) Scharff

(b) Pierce

Page 25 *Assignment Two*
The Stacks

(a) 330
D32

Assignment Two (continued)

(b) HB
171.7
W598
1972

(c) 639.2
I58c
1954

(d) SH
333
C8

Page 30 *Assignment Three--Part One*
Periodical Indexes

(a) June

(b) 1949

(c) D. C. Bayne

(d) A. R. Mangus

Page 36 *Assignment Three--Part Two*
Locating Periodicals

(a) Bayne

(b) Mangus

Page 39 *Assignment Four*
Newspaper Indexes

(a) 1971

(b) EX-Lax Inc.

Page 41 *Assignment Five*
Book Review Indexes

(a) 1968

(b) Robert Boles

Book Number 17

Page 44 Assignment Six
Dictionaries

(a) clematis

(b) plainer

Page 47 Assignment Seven
Biographies

(a) James Kimble VARDAMAN

(b) 1965

(c) Frank Gilroy

Page 50 Assignment Eight
Encyclopedias

(a) Lead

Page 52 Assignment Nine
Almanacs

(a) National League

(b) 1914

(c) Albany

(d) Jacksonville

(e) Connecticut

(f) 1970

(g) 1951

Page 55 Assignment Ten
Atlases

(a) Atlanta, Georgia

(b) Marbella, Spain

Assignment Eleven--Part One
U. S. Government Documents

Page 64 Monthly Catalog

(a) 1956

(b) Siding: wood siding

(c) 1977

(d) School integration-Utah-Ogden

Page 68 Statistical Abstract

(e) 1970

(f) 1969

(g) Missouri

Assignment Eleven--Part Two
United Nations Documents

Page 75 United Nations Documents Indexes
UNDI and UNDEX

(a) 1975

(b) AGED PERSONS: national policies and international actions Reports

Page 77 United Nations Documents Yearbooks

(c) Ceylon

(d) 1968

Page 80 Assignment Twelve
Non-Print Reference Services
(Audio-Visual)

(a) Barbra Streisand and other Musical Instruments

(b) Barbra Streisand

(c) Beowulf

(d) Norman Davis and Nevill Coghill